



Board of Governors Meeting -Minutes

Date: 20 February 2017

5:15pm

Location: Gildredge House – The Hub

Present: Julian Mace (JM) Chair, Gabrielle Mace (GM), Adam Mollosos (AM), Paul Amos (PA), Steven Blower (SB), Neil Best (NB),

Ex officio: Lea Gilbert Head Teacher (HT)

In attendance: Julia Jenkins (JJ), Paul Barber (DHT), Danny Simmonds (AHT), Stuart Reeves (SR)

Apologies: Trevor Scott (TS), Rachel Moreton (RM), Graham Walker (GW), Louise Baxter (LB) Vice Chair, Aidan Delaney (AD), Janice Logan (DFA),

Clerk to Governors: Helen Archer (HA)

Item	Detail	Action	Date
Procedural Matters			
1	Welcome and apologies for absence		
	Apologies received and accepted.		
2	Declarations of Interest		
	No declarations of interest were raised for any agenda item.		
3	Minutes		
	The minutes of the 10.01.17 FGB were approved and signed by the Chair. It was noted the pink section should not be published and that there is still an outstanding item to be actioned within the pink section (the outcome of the Head of English issue still needs to be communicated to parents).	LGi	ASAP
4	Matters arising not already on the Agenda		
	The Chair relayed that IC has offered to look over the school's policies.	HT	ASAP
5	Chair's Correspondence		
	GM updated the Board about a recent Governors' Disciplinary Committee Meeting in relation to a permanent exclusion of a student.		
6. Strategic Matters			
6.1	Admissions update		

<p>6.1.1</p>	<p>Admissions Report</p> <p>The Chair introduced JJ and explained her role for the benefit of the Board.</p> <p>JJ took Governors through the Admissions Report, circulated prior to the meeting.</p> <p><u>Governors commented</u> on the existing healthy numbers for admissions. JJ commented that the number of first choices is slightly down and wondered whether parents are now being more realistic about the chances of getting into the school.</p> <p>Year 7 applicants will receive their letters on 1 March. Reception applicants will receive their letters 16 April.</p> <p>JJ gave Governors a short background on siblings. There were early concerns that at some time in the future there may be more siblings than spaces. This year a survey was conducted of parents with sibling children. The survey said there could be 31 siblings, although the actual number was 45. JJ added that the survey doesn't always give accurate results given not all parents fill out the survey.</p> <p>With regards the 6th form, just over 60 offers have gone out. The deadline for acceptances is 24 February. Three acceptances have been received to date of the 60 offers. Traditionally acceptances are always late.</p> <p><u>Governors commented</u> that a high number of applicants did not get the email offering them a place. There followed a general discussion about recipients not receiving emails/emails going into spam. <u>Governors commented</u> that applicants are expecting a hard copy letter rather than email.</p> <p><u>ST asked what happened last year</u>. JJ responded that 82 were offered. There are a dwindling number of responses.</p> <p>Action: JJ to send hard copy letters to those being offered a place.</p>	<p>JJ</p>	<p>ASAP</p>
<p>6.1.2</p>	<p>Consultation Report</p> <p>Governors were taken through the Consultation Report, circulated prior to the meeting.</p> <p>The Chair broadly explained there were four areas on which people (i.e. both stakeholders and members of wider community) were consulted:</p> <ol style="list-style-type: none"> (1) Raising the criterion of staff above siblings. There was very little feedback on this. It was felt that this would help recruitment and retention going forward. (2) Siblings randomized if oversubscribed. There were a large number of people against this. After discussion of the recommendation by the Admissions Committee, the Board agreed to leave the policy as it is and retain the 60/40 criteria if oversubscribed. (3) Removal of criterion 7. This was a very unpopular proposal. The general conclusion from the Consultation was this would dilute the 40% bracket even more. JJ added that at the open day some visitors came from as far as Lewes and Heathfield. <u>Governors commented</u> that it was sensible however, to retain a defined geographical area. It was however, felt important within the Board to remember the vision and ethos of the school and importance of it being a community school, reaching wider than the old town area. <u>Governors commented</u> a place 		

	<p>in criterion 7 has never needed to be offered. Governors agreed to retain criteria 7.</p> <p>(4) Sixth Form. The removal of the reference to highest predicted grades was recommended by the Committee and accepted by the Board given how time consuming this would be to administer.</p> <p><u>PAN</u></p> <p>The consultation raised the possibility of increasing PAN.</p> <p>The Chair explained the difference between PAN (Published Admissions Number) and the capacity of the school as set out in our Articles of Association and Funding Agreement.</p> <p>The comments back from the Consultation centered more on concerns regarding outside space and quality of the teaching. This led to a discussion of Agenda Item 6.1.3</p>		
<p>6.1.3</p>	<p>Proposal to retain PAN.</p> <p>JJ explained this is the Published Admissions Number for Reception and Year 7. It is determined and published in our Admissions Policy. It is the number of students the school will admit annually.</p> <p>There is a difference between the PAN and the actual number of students we can admit. As an Academy the Governors have the right to admit above PAN without consultation. County has relayed that this is acceptable, although it is important to be mindful of future numbers, and that PAN will need to be reduced following consultation when our own primary students move into Year 7 in 2020.</p> <p>There followed a discussion regarding the purpose of increasing the PAN given the school still has the flexibility to admit above that number.</p> <p>Governors agreed it made sense to retain the PAN in order to retain flexibility and ensure that in 2019 the necessary reduction of PAN to accommodate our own 60 Y6 students will not have such a great impact.</p> <p>JJ added there is still the ability to increase the PAN at any time without consultation. Governors agreed to therefore stick with current 56/120 published numbers.</p> <p>Governors and HT commented that this could have a negative side to our appeals process. This is something to be aware of. HT added the importance of always being aware of capacity.</p> <p><u>Capacity</u></p> <p>The governors wanted to know if the school would require use of Masters House going forward. With increased numbers, over the next few years an application to increase the school’s capacity may have to be made to the Secretary of State for Education as we would be altering our Funding Agreement.</p> <p>The discussion then turned to capacity of the school and who/which companies the school could use to assess capacity.</p> <ul style="list-style-type: none"> HT explained this was originally done by David Friend before the school opened. His quote is £3,300. 		

	<ul style="list-style-type: none"> HT shared that East Sussex uses School Property Matters (Jeremy Pilgrim) - £3,900. HT felt this money would be well spent. <p>The whole process would take anything between 2 and 6 weeks. The Head Teacher would need to be around to answer questions.</p> <p>The outcome from this exercise would be to obtain eg net capacity/an understanding of useable space/logistical issues.</p> <p>HT added that Jeremy Pilgrim said rooms are currently based on 28/class. He could tell us other potential issues we haven't explored.</p> <p>SR agreed to explore from his current school other companies that could be used.</p> <p>DHT added he would like to know their opinion of our outside space.</p> <p>Chair concluded it was clear that everyone agreed this was something that needed to be done.</p> <p><u>Governors questioned</u> whether this is needed to apply for CIF for Masters House. It was acknowledged this would score us extra points. We would likely move up the ranking if we had undergone this exercise. It was therefore felt critical for Masters House.</p> <p>SR agreed it was critical this exercise was carried out and the cost was not outrageous.</p> <p><u>Action: -SR to revert on other options</u> <u>-Governors happy to defer to TS and PA to give final approval on behalf of the Board.</u></p> <p>HT agreed to start the ball rolling with whoever is chosen, given her knowledge of the school.</p> <p><u>Governors agreed</u> to ratify the Consultation Document and changes in the 2018/19 Admissions Policy.</p> <p>JJ added that given the statement of capacity is currently unknown; it is another factor that warrants retaining the current PAN.</p> <p>JJ also added the new Admissions Policy does not make any reference to grades for the 6th form. It just refers to the minimum entry "as published on the website". This keeps flexibility.</p> <p><u>Governors commended</u> JJ on her work carried out in these areas.</p>	<p>SR to research and contact TS/PA</p> <p>SR TS/PA</p>	<p>ASAP</p> <p>21/2/17 ASAP</p>
<p>6.2</p>	<p>Uniform</p> <p>The Chair recapped that the School Council has submitted a proposal to allow trousers for girls. The Chair discouraged a general discussion of opinions from the Board but asked Governors for any questions on the paper accompanying Agenda item 6.2.</p> <p>JJ showed Governors examples of trousers and tartan skirts from the school uniform supplier Brigade. A logo can be added to trousers for an extra £2.</p>		

	<p>GM and JM relayed that they had attended the School Council meeting, where they received an impressive presentation from pupils. It was relayed to the School Council that any decision made would not be implemented until September. The School Council accepted this and suggested that only one type of trouser should be allowed and this should come from the school's supplier.</p> <p>JJ added that some children are not wearing the regulation skirt. A general short discussion followed regarding skirt length.</p> <p><u>Governors asked</u> JJ what the latest date is for a decision from Governors. JJ replied that a decision would be needed before 11 June. The year 7 uniform event.</p> <p>The HT added that the proposal is that Years 5 and 6 uniform would be the same as Years 7 and 8. Year 4 would stay with Lower School.</p> <p>SR asked whether new year 7 parents would change their mind if the uniform went to trousers from a skirt. JJ replied she did not believe it would stop anyone coming to the school. The school has never had anyone withdraw due to having to wear a skirt.</p> <p><u>Action: Decision to be made at Governors Away Day in May. JJ was invited to attend.</u></p> <p>Governors thanked JJ again for all her Admissions work and she left at 6:30pm</p>	Clerk –Agenda Item	Away Day-May
6.3	<p>Risk Register</p> <p>Governors turned to the Risk Register (interim report) prepared by AHT and circulated prior to the meeting.</p> <p><u>Governors commented</u> that it was good to see the number of high risk items had halved. The Chair also felt the school was still being hard on itself in some areas.</p> <p>A general discussion followed about certain red areas.</p> <ul style="list-style-type: none"> • Need to look further at software issues within the school. • 2.3.1 -would be addressed further in the SLT away day. • SLT was kept red as another AHT is still needed to be recruited. There is therefore the potential negative impact of not securing a suitable candidate. <p><u>Governors commented</u> that it would be useful to have a timeline for when items will be reviewed. AHT responded that SLT have target lines. <u>Governors commented</u> that it would be useful for Governors to have an understanding of this timeline too. And to see who owns each area.</p> <p><u>ACTION: AHT to add timelines /progress updates to Risk Register report.</u></p> <p>HT added that key individual governors should have the SLT table shared with them. The Chair agreed and requested a column showing progress. Governors need a sense of what concerns SLT the most.</p> <p>It was clear the biggest worry is the 6th form. See item 7.2</p> <p>Governors had no further questions for the AHT and thanked him for the report.</p>	DSi DSi	ASAP ASAP
6.4	Safeguarding Update		

	<p>The DHT circulated a paper to Governors with the latest safeguarding update.</p> <p>The HT informed the Board that a request for an audit update has also been recently received, which is now scheduled for the beginning of March.</p> <p>The DHT relayed to Governors that there are specific action points regarding the site and the management of the site which was part of the safeguarding action plan. Therefore, the HT, DHT and AHT will show the auditing team from ESCC what has been done to illustrate that the site is constantly improving.</p> <p>The DHT added that there has been no movement away from the filing guidance received from Council. The DHT therefore welcomes the visit as we will hopefully receive confirmation these items have been complied with. The DHT also added that we are one of the most recent SPR's done in the area. The site however is more challenging regarding safeguarding.</p> <p>The DHT took Governors through the rest of the paper circulated. A general discussion focused on attendance and how certain year groups could be healthier in this area.</p> <p><u>Governors asked</u> whether there are repeat patterns in unauthorized absences. The DHT confirmed there was and advice from external agencies was being sought in this regard.</p> <p><u>Governors commented</u> whether they could have previous figures, to aid comparison. The DHT responded that previous figures can be added to future updates in this regard.</p> <p><u>ACTION: Add previous figures to future updates to aid comparisons.</u></p>	PBa	FGB March
6.5	<p>Academic timetable – update on progress</p> <p>The HT emailed the Clerk the paper during the meeting that she then presented to Governors, and which listed the following:</p> <ol style="list-style-type: none"> 1. Laurie Marsden (LMA), Information Manager, will be tasked with timetable creation for academic year 2017-18 2. LMA received three days of training in timetabling software in December 2016. The HT has also offered some specific training. 3. LMA issued timetable request forms to subject leaders for return mid-January. 4. The HT met with each subject leader during January to discuss new notional loadings and other staffing and curriculum factors 5. Subject leaders were asked to submit their staffing request spreadsheets by 10th February. Most have done this; some are still being chased by LMA 6. LMA received further training from Viv Reid of School Business Services on 10th February on how to set up modelling parameters. Viv will provide valuable support for LMA throughout the creation process. 7. LMA to meet with all subject leaders in their regular SLT Link slots with LGI in weeks beginning 20th and 27th February. 8. LMA will set up timetable parameters on the basis of this data by 3rd March and begin scheduling 		

	9. Scheduling to be completed by 31 st March 2017.		
	7pm-7:15pm - Governors had a short refreshment break		
Business Management			
7.	Finance/Budget		
7.1	<p>EFA update since Enterprise</p> <p>The HT shared an email she had received (dated 14th February) from the EFA requesting repayment and a schedule of repayment of the deficit by September 2020. This is needed by the EFA before they issue their final decision.</p> <p>It was noted the EFA have incorrect numbers for the 6th form. The DFA is querying this and will seek clarification.</p>		
7.2	<p>Apprentice levy, 6th form figures and Education Services Grant</p> <p>The HT took Governors through the papers circulated prior to the meeting. <u>Governors shared</u> an ongoing concern that with the remodeled numbers based on 45, this number is still unachievable given the Admissions update on the 6th form presented in this meeting.</p> <p>Also flagged was the (up to) 40% increase in rates.</p> <p>It was therefore acknowledged a lot more work is needed to balance these figures.</p> <p>SR commented that tough decisions need to be made to repay the loan over the next 3 years.</p> <p>SR summarised the key issues:</p> <ul style="list-style-type: none"> • Actual 6th form numbers will not be known until September. • Reputational risk of closing year 12 for 1 year • Overstaffing • Tough decisions are therefore ahead. <p><u>ACTION: the next Enterprise Committee meeting needs to be brought forward. Date needs to be arranged for this 'EGM'.</u></p> <p><u>Governors asked</u> whether the repayment is factored into the figures in the Item 7.2 paper. HT confirmed that it was not.</p> <p><u>Governors asked</u> whether we are actively involved in the schools forum to challenge education funding. HT confirmed we are and the next forum is 2 March. HT added there is currently a lot of agitating around the funding issues.</p> <p>The HT pointed out that there may be some flexibility in future staffing through natural wastage.</p> <p><u>Governors commented</u> on the 6th form and the subjects with no more than 4 pupils. <u>Governors asked</u> the HT for a paper on these subjects with the possibility of culling them and whether the associated teaching hours in question could be absorbed back</p>	PA/TS/Clerk	ASAP

	<p>into years 7-11. The HT responded that a lot is happening around this area already. <u>Governors requested</u> if the detail could be provided for this and shared with <u>Governors ASAP.</u></p> <p><u>Governors asked</u> whether the school has a redundancy policy. SR responded that it is statutory redundancy terms. It will therefore be minimal cost but the reputational damage was highlighted.</p> <p><u>Governors commented</u> on the need to closely analyze every single budget line.</p>	LGi	ASAP
7.3	<p>Income Generation –Update</p> <p>Governors then looked through the next paper circulated prior to the meeting.</p> <p><u>Governors agreed</u> that Masters House is currently not fit for purpose due to electrical and fire alarm issues. Masters House is therefore not currently useable for income generation.</p> <p><u>Governors</u> shared concern that this area seems has been neglected and is not marketed enough. A year ago auditors commented that an income generation of £40k was too low. It was agreed Governors should look urgently at this to aim higher. The Chair suggested bringing outside companies in for advice and to market more. The Chair mentioned two companies: Schools Letting Solutions and Schoolsplus.co.uk who do this in return for a commission.</p> <p>SR shared that his current school makes £130k/year in this area although the majority of this income comes from a large astro turf pitch.</p> <p><u>Governors commented</u> FOGH membership hasn't grown although it did raise £10k last year. The above mentioned company could liaise with them.</p> <p>SR added that when looking at what support staff are required, a proper audit needs to be conducted of what is needed. Internal support staff should be considered before turning to outside organisations.</p> <p><u>Governors commented</u> there is tough competition with other schools and it is difficult to compete with the likes of St Andrews/Bedes.</p> <p>The HT added that we have only recently brought in a full time evening caretaker. We are currently not a professional outfit, complete with a lettings officer. Masters House and the Oasis Centre should have been generating more income. Also, the sports hall doesn't have changing facilities. The school has also not earned a penny from the £65k screen.</p> <p><u>Governors commented</u> that inside the school is a challenge as there are not sufficient resources ie banqueting chairs/tables to generate serious income.</p>		
7.4	<p>Pupil Premium update</p> <p>The Head relayed that this had come up in the recent Education Committee meeting. There has been renewed focus on this area. This will be evident on the next SEF, given the current SEF gathering period is over. Education Committee will receive a fuller report in May.</p> <p><u>Action: Fuller report on this area to come to next Education Committee Meeting.</u></p> <p>HT added this is being looked at in a subject specific sense. The DHT is taking this on on behalf of the SLT.</p>	LGi	May -Education Committee

	Action: Sports report and Pupil Premium Report need updating on the Website.	LGi/PBa/AM	ASAP
8.1	<p>APC Target Setting</p> <p>The Chair highlighted this was due to be discussed at the Enterprise meeting but was carried over to this meeting. Governors previously felt target setting was not robust enough. Governors had agreed to monitor the next APC period and look at against targets.</p> <p>The HT responded there was nothing that could be done about it when the individual targets were so specific and smart. The run up to October is now the current opportunity to review. The HT has seen mid-term reports and feels reassured this is being managed robustly. Although the forum itself does not demand we do a RAG rating, this is nonetheless being done.</p> <p>The HT relayed she was happy for Governors to see a sample of the forms and how the process is then managed. It is all held centrally. <u>Governors commented</u> a small group of governors should take this on.</p>	Chair/Clerk agenda item	March FGB
8.2	<p>Governor recruitment –update</p> <p>The Chair shared the following:</p> <ul style="list-style-type: none"> • an applicant is being interviewed the following day for the Clerk position. • The Parent governor election is underway. Results will be published in Friday’s bulletin. • The proposal is RM is to now be made a member appointed governor in place of Nicola O Donnell. The Board agreed to this. • GM is up for re-election as her initial 4 years has now passed. The Board agreed to GM being a governor for another 4 years. • GW has tendered his resignation to the Board. He will remain as an Associate. There is therefore 1 member appointed governor space to fill if the Board deem it desirable. <p>It was acknowledged governors need to consider how big a governing board they wish to be and give particular attention to the numbers of each committee.</p>		
8.3	<p>Governor Training</p> <p>The Chair relayed that Lesley Young has offered training sessions. LB has specifically requested training in the areas of Safeguarding and interpreting data.</p> <p>The Chair agreed to circulate suggested dates for the upcoming Away Day in May.</p> <p>The Chair reminded governors that GEL remains available to all. SB has recently taken up this training.</p> <p>The Chair mentioned that new governors will need mentors and suggested SB and RM to fill these roles. SB agreed to take on the role</p>	Chair to liaise with RM	ASAP
9	Any other urgent business		

	<p>Organisation chart – to be picked up in the next Enterprise meeting .</p> <p>Masters House – SB to present a paper in the next Enterprise meeting</p>	<p>Clerk - Agenda Item</p> <p>Clerk - Agenda Item</p>	<p>Next Enterprise</p> <p>Next Enterprise</p>
10.	<p><u>New dates:</u></p> <p>Education - 3 May</p> <p>Enterprise - 18 May (although earlier one TBC)</p> <p>FGB – 30 March</p> <p>L&M - 16 March</p> <p>FGB - 22 June</p>		
	<p><i>7:50pm meeting ended</i></p>		