



**Governing Board - Minutes**

**Meeting Date:** 30 March 2017  
**Meeting Venue:** The Hub, Level 2 Waterfield Wing, Gildredge House  
**Meeting Time:** 5:15pm

**Governors:** Julian Mace (JM), Chair  
Louise Baxter (LB), Vice Chair  
Alison Allart (AA)  
Neil Best (NB)  
Steven Blower (SB)  
Aidan Delaney (AD)  
Selene Edwards (SE)  
Adam Molloson (AM)  
Rachel Moreton (RM)  
Trevor Scott (TS)

**Ex officio:** Lea Gilbert, Head Teacher (LGi)

**Also In attendance:** Stuart Reeves (SRv), *Head Teacher from 1 April 2017*  
Janice Logan (DFA)  
Danny Simmonds (DSi)  
Catherine Geldard (CGe)  
Paul Barber (PBa)

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

**Apologies:** Gabrielle Mace (GM)  
Paul Amos (PA)

---

Item	Discussion	Action	Date
1.	<p><b>Welcome and apologies for absence</b> Apologies received and accepted by Chair.</p>		
2.	<p><b>Governance Personnel Changes</b></p> <ul style="list-style-type: none"> <li>• Chair introduced the new Clerk to the Governing Board – SQ – and the two new recently elected parent Governors – SE and AA. Chair advised the new Governors of the normal procedure for them to attend the first few meetings to assess if they like the role before committing themselves to it long term. The plan is to induct them as full Governors, with full voting rights, in the summer term.</li> <li>• Having looked at the skills sets of the new Governors it would appear SE and AA would both be best suited sitting on the Education Committee.</li> <li>• Chair announced that GW has resigned as a Governor, but remains as an Associate Governor, and will support the Governing Board as and when he is required. Accordingly there is a vacancy for another Governor.</li> <li>• Enterprise Committee membership is now looking a bit thin on the ground.</li> <li>• Chair advised that he will be looking to advertise the Governor vacancy in the new term, after Easter with the aim to find a new Governor suitable to join the Enterprise Committee.</li> </ul>	Chair	31/4/17
2.	<p><b>Declarations of Interests</b> No declarations of interest were made</p>		
3.	<p><b>Minutes of the Governing Board Meeting – 20 February 2017</b></p> <ul style="list-style-type: none"> <li>• <b>Item 6.1.3 Action</b> – SRv commented that he has found a firm who will perform the Net Capacity Assessment at a significantly reduced cost, he is liaising with them at the moment. LGi advised this is a different sort of Net Capacity Assessment from those completed previously, in that it is mainly a desktop exercise. <b>Governors asked</b> if this would mean it was being done ‘off plan’. SRv advised they would still do a visit to the school, LGi advised it is not a full survey. The price for this was reported to be somewhere between £300-£500.</li> <li>• <b>Item 7.1 - Governors asked</b> do we publish accounts – DFA confirmed this is done at the end of the school year.</li> <li>• <b>Item 7.4 Action</b> – Chair advised ESCC recently completed an audit of the school’s website as part of the new Clerk’s induction. Chair has passed the results of this audit to Kate Richardson to update the statutory parts which are out of date or missing. Chair admitted this is quite a piece of work for Kate to complete. SRv advised he will fix a date next term by which all this will be updated and compliant.</li> <li>• <b>Item 7.2</b> DFA explained that the figures relating to the EFA loan repayments are variable and this is a fluid situation.</li> <li>• LGi asked for the initials ‘SRV’ to be used for Stuart Reeves in minutes going forwards to conform to the school’s current abbreviation convention.</li> <li>• Chair signed the minutes as an accurate record of the FGB Meeting on 20 February 2017; with above comments noted.</li> </ul>	SRV	31/5/17
4.	<p><b>Matters arising not already on this agenda:</b></p> <ul style="list-style-type: none"> <li>• Chair advised that James Towner is joining as Assistant HT in September 2017.</li> <li>• Chair advised that on 28 March he attended a joint consultative meeting with the NUT rep, which was a useful meeting. Chair advised it is essential to keep lines of communications open as much as we can going forwards.</li> </ul>		

	<ul style="list-style-type: none"> <li>All Governors to complete safeguarding course – Clerk to suggest some dates and put forward to the trainer the most popular date for this.</li> <li>Chair confirmed he is happy with everything else on the Schedule of Actions – there have been lots of actions ticked off as complete recently.</li> <li>Chair to look into an independent review of Governor’s effectiveness.</li> </ul>	Clerk	30/4/17
		Chair	31/5/17
5.	<p><b>Chair’s correspondence</b></p> <ul style="list-style-type: none"> <li>Letter from Fiona Walker - regarding interest in joining the Governing Board.</li> <li>Letter from ESCC Children’s Services Department – regarding a request for leniency in our Admissions Policy regarding siblings. Chair advised we do not have a ‘social and welfare criteria’ within our policy which some other schools do. <b>Governors confirmed</b> will not be changing our Admissions Policy regarding this issue as we are legally obliged to follow our policy. It is anticipated this will result in an appeal. Chair and Admissions Committee will discuss the implications of any such appeal.</li> </ul>	Chair/ Adms Com’ttee	30/4/17
6	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>RM confirmed there should be one full monitoring visit every term and one interim visit.</li> <li>On the most recent interim visit RM spoke with PBa (DSL) and looked at the new filing system that has been implemented and confirmed that everything recommended has been implemented from the review.</li> <li>PBa advised that one student had suicidal tendencies. PBa advised he undertook dealing with this situation himself because it warranted immediate attention. He advised there had been a spate of suicidal tendencies and self-harm in the general community – however this has now seemed to reduce so the concern is not so acute now. On the day of the visit there was an incident occurring at the time.</li> <li><b>Governors asked</b> if the new employee checks have now taken place – PBa confirmed yes.</li> <li>RM confirmed she will be doing a full monitoring visit next term. <b>Governors commented</b> it would be worth scheduling this when we find out when our external safeguarding review is going to happen. Chair confirmed that when we get the date we will need to look at doing our visit prior to that so our ducks are in a row. Sandy Buttery is coming in from ESCC to complete this. We are yet to hear the make-up of the team or when it will be. <b>Governors suggested</b> there is a concern around safeguarding issues around Prep and Twilight activities, so we should time the next monitoring visit around these activities. RM confirmed the next visit will be done at end of the school day.</li> <li>RM confirmed the safeguarding review and SEF will form the next safeguarding monitoring visit. RM requested a volunteer to accompany her on this visit as full monitoring visits should be done by two people – AA agreed to be the 2<sup>nd</sup> person.</li> <li>Safeguarding Training – Chair stated we need to look at dates for safeguarding and data training. It was proposed that 7pm-9pm or 6pm-8pm or similar would be best for most Governors. Clerk to organise, as above.</li> <li>Data training - Lesley Young said she’d support us with this.</li> <li>DFA will check the training budget for Governors and let Chair know. LB advised safeguarding training costs about £340. DFA advised she will do some analysis of this budget during the Easter holidays.</li> </ul>	RM	30/4/17
		DFA	30/4/17
7	<p><b>Governance</b></p> <ul style="list-style-type: none"> <li>Business interest declaration – Chair confirmed that a Business Interest Declaration form for Governors has previously been created, but it has not been uploaded onto the website. Clerk to add details for AA and SE and then forward to Kate Richardson for her to post on to the website.</li> <li>Chair confirmed the proposed away day will need to be converted to an evening session due to everyone’s work commitments.</li> <li>Chair advised that ESCC has offered to complete a ‘Facilitated Procedural Review’ as part of the Clerk’s induction. Clerk to agree a date for this with ESCC and Chair.</li> </ul>	Clerk	30/4/17
		Clerk	30/4/17

	<ul style="list-style-type: none"> <li>Chair advised that an extraordinary SPG meeting will take place on 13 April at 12noon for the new HT, the Chair, the Chairs of all Committees and the Clerk to establish SRv's expectations of the Governing Board and vice versa. Chair advised that following this meeting he will report back to FGB. Chair to establish a venue for this meeting as it will take place in Easter holidays when the school will be closed.</li> </ul>	Chair	ASAP
8	<p><b>Strategic Matters</b></p> <ul style="list-style-type: none"> <li>Chair confirmed that the HT appraisal is part of role of FGB. A panel of Governors should meet with external advisor. Chair suggested Lesley Young would be the ideal person to advise and help the panel set targets for the year going forwards. Chair has to be on the panel. LB offered to be on the panel. PA could be on it, if he is not available then TS is happy to do so. Chair will work out timetable for the reviews that come out of this exercise. SRv advised that Lesley Young is the designated HT for East Sussex which may cause a conflict of interest but SRv will ask her if she can still perform this role. The previous independent advisor was Nina Sidall.</li> </ul>	Chair	31/5/17
9	<p><b>Business Matters</b></p> <p><b>SEF update</b> – HT walked Governors through the recent SEF Update. Points of discussion:</p> <ul style="list-style-type: none"> <li>New addition to the form is a section relating to where we were previously and where are we now - included as a 'was/now' section.</li> <li>There has been a bit of movement in the sections where it was felt we required improvement, which has mostly come from an improvement in the leadership process. Safeguarding practice review redone – staffing and curriculum review really looking thoroughly at sixth form. Had away day which included a thorough review of Prep and Twilight arrangements.</li> </ul> <p><b>SECTION 1 – LEADERSHIP &amp; MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>Review of school policies. Last school year we took a lighter touch approach to this than in previous year and the view was taken to review policies when they were used. Accordingly, a thorough piece of work is now needed now because some of these have gone out of date. Most don't require a massive amount of work, and already started the process of updating these but 70 out of 130 policies require attention. It is not just the SLT doing this exercise but also various committees and individuals have been asked to do so. LGi requested that Governors clearly put into minutes when they review a policy. Some of the changes are very small and there is a medium term strategy for those policies that need more attention. Dealing with backlog of outdated ones first and have identified some that would go out of date in summer term. Holiday is a time to look through these and no-one in the SLT has more than 11 or 12 policies to go through. Mostly this will be just a read through and nothing will need changing. LGi confirmed this is a good way for the SLT to get to know the policies. SRv asked if this is an opportunity to reduce the number of policies and look at things differently – for example how many could become paragraphs within other policies for example. Chair advised that Ian Carter – Associate Governor – has offered to review all school policies for us. SRv stated he wouldn't want staff spending their holiday time over Easter rewriting policies that are just going to be scrapped. LGi rebutted that they don't need rewriting but just tweaking. A number of Governor policies have gone out of date recently and the Chair has recently updated some of these and the Board has adopted these. LGi has implemented a tracker at the bottom of each policy indicating when it needs to be updated. Chair said he will liaise with Kate about website policies that need to be updated because these are statutory ones and we need to prioritise the website. Parent handbook also has policies too and those need to be updated. Another area ripe with policies is H&amp;S - Chair advised we are having an H&amp;S audit by Kim Hicks from ESCC who have agreed to a pro-rata fee this year if we commit to next year too - this will lead to an H&amp;S audit, in which we will target an 80% pass rate. This may also inspire new policies that don't currently exist.</li> <li>Attendance monitoring – there is a growing sense that SLT communications haven't been as good as they could have been so it's hard to hold staff to account on this – current</li> </ul>		

judgment of 2 – SLT do have a grip on this and inform staff what they need to do. SLT now poised to deal with those staff who are regular offenders who don't do what they're supposed to and it has been mentioned to staff already that they not just going to be nagged at anymore. There is now a clear expectation of staff in relation to attendance management. Quite pleased about how it's been going. **Governors congratulated** HT on these improvements. Chair commented that the recent employment of new Assistant HT will help to improve this going forwards.

- Ongoing handover with new HT builds confidence in the SLT.

#### SECTION 2 – TEACHING, LEARNING & ASSESSMENT

- Quality of work sampling – LGi confirmed the SLT completed a targeted programme of lesson sampling and work sampling in a number of key areas. Confirmed they do need to be looking at feedback to students and quality of marking. Drilling down into this now and making recommendations about making sure students don't fall through the cracks. They can see the most successful departments from this study and they tend to be ones who are the most formulaic on doing things. A real success has been the introduction of teaching and learning sessions for secondary staff. These have been 10 minute sessions on tightly focused themes and have been valued by the staff. Schedule for next term has gone out. LGi feels fairly confident that 2 was a good fit for the quality of teaching.

#### SECTION 3 – PERSONAL DEVELOPMENT, BEHAVIOUR & WELFARE

- Absenteeism is an issue – must be a primary focus going forwards. Although trying to push this up to a 2 this really does need improvement. There have been some initiatives and have seen some evidence of this working, but some staff need to be tackled about the issuing of a standard letter to students. Teachers and Head of Sections are being asked to ensure that attendance is recorded correctly and is followed up. It is too early to see if these have made any difference yet. An ESBAS training meeting is scheduled. **Governors challenged** why are we not confident that we don't know if we're registering attendance properly. LGi responded the errors are to do with teachers choosing inappropriate codes, not that they children are actually missing from school. Although there may be some missing marks for Prep and Twilight sessions because attendance management during Prep and Twilight has caused ongoing concern. Register taking during the normal school day is also continuing to cause a concern – some teachers are not providing appropriate information to the school's reception in a timely manner. PM registration is not being done properly in a few cases and has to be caught up with later on in the day. **Governors asked** how someone could complete the data on registration at a later point; surely it needs to be done at the time. LGi advised an example of where this might occur is where the IT network is down or the teacher's laptop takes too long to fire up. **Governors stated** that if these incidents are happening commonly then we as Governors need to be putting pressure on someone to sort this. **Governors reiterated** that if they aren't getting good data they can't make good decisions. **Governors asked** what it is with our systems that cause these problems. LGi responded mainly code problems with students who are there or who come in late. Some of the codes teachers are putting in are the wrong ones. **Governors stated** that teachers need to be made to realise this is serious and it should be made very clear this will become part of their annual performance procedure if it continues. **Governors asked** if this is this part of the induction process for new teachers – LGi confirmed there was training for staff in this. **Governors asked** if there has been any progress on this issue - LGi confirmed that generally 1 or 2 staff in the morning and 6 or 7 staff in the afternoon are not complying, but the office has not previously recorded which staff they are having to remind. LGi said she has recently told the office to inform her who is guilty of this going forwards and she will speak with the staff to tell them to sort it out. Having recently reviewed this again in the last three days there are still roughly the same number of offending staff. LGi confirmed she hasn't done a full analysis on this yet but SRV asked for the names identified and he will make this a top priority after Easter.
- Staff signing in – some staff aren't signing in sometimes which is a problem due to the fire register. CG asked if this was a problem at SRV's previous school – he confirmed it was not due to systems, training, and serious follow up for staff not doing it. LGi confirmed that

chivvyng and nagging has happened so far but nothing more. **Governors requested** this to be looked at in the upcoming safeguarding monitoring visit.

- Chair asked the Education Committee to look into APC setting next term with impacts needing to be looked into. RM stated she can include absenteeism within the safeguarding monitoring visit.
- **Governors asked** if there were student services within the school – advised not. SRv confirmed when the school gets to full size this will be essential.
- **Governors asked** about the possibility of ICT packages where students can take ownership of their own attendance data – advised that this is a possibility.
- **Governors asked** about an e-tracker system so parents can log in and see it about their child – advised maybe we need to look at this. RM stated that attendance award certificates don't seem to be working for older students – some Year 9s and 10's don't want to be called up on stage to be congratulated for 100% attendance. This sort of recognition does work for younger students and the older ones in Years 12 and 13, but not so well for the ones in between.
- Prep and Twilight is a significant problem with regard to keeping accurate registers. Regularly, between 60-80 students are opting out of these. DFA confirmed there are 105 clubs a week and it's difficult to keep track of attendance for these especially when some students opt out at the last minute. PBa confirmed an email has been sent out to advise parents the school is willing to let students opt out at either 3pm or 4pm but not at random times, until he has had time to look into this issue more thoroughly. PBa stated that personally monitoring the black gate himself is not a sustainable situation going forwards. SLT needs to look at the capacity of the current system. **Governors asked** if we are allowing parents to dictate how the end of day happens. PBa confirmed there are no members of the SLT team who think the current situation is a sustainable model. PBa has asked parents to respond by a week tomorrow about opting out so they can set up registers which will be far more workable going forwards. Currently parents are telling the school their children are opting out on the day in some cases. **Governors stated** we need a comprehensive debate about Prep and Twilight. Chair stated this is becoming a real problem. **Governors stated** they believed Prep and Twilight were supposed to be mandatory unless there was a very good reason. SLT states that the school simply doesn't have capacity to demand this anymore. Years 10 and 11 who are doing exams say they would rather be revising. The Student Council met last week and they discussed the length of the school day, and some of them stated they would rather be in other places than at Prep and Twilight. LGi stated parents want communications about this issue and that most parents would understand if we made a change to this but they want to know so they can prepare accordingly. **Governors stated** that as a team we need to be aligned with each other about this. It is a USP of school that it has a longer school day. LGi cited CPD as an issue which clashes with Prep and Twilight in terms of how we meet the staff's CPD needs. **Governors reminded** the SLT that the school has extra holiday time as a result of the longer school day. Chair confirmed the vision and ethos of the school includes the longer school day as a key principle and the extra value this brings to students.

#### **AD left the meeting at 6.30pm**

- **Governors suggested** that this is too important a topic for the Education Committee to resolve and Chair stated that this can't wait to be discussed at FGB as next FGB is too far in the future. Chair advised we don't need a full report on this issue, just practical solutions for how this can be addressed. Chair agreed to bring this up with SRv at the SPG on 13 April for a strategic discussion about how we move forwards. **Governors stated** that a proper discussion is needed about Prep and Twilight as this could represent to fundamental change to the set-up of the school. SRv stated that in his view Prep and Twilight in its current form is not sustainable, and there will have to be less provision going forward, but accepts that this will have a major effect of what the school stands for. All agreed this is a crucial issue which needs to be sorted before June. **Governors asked** if the



	<p>everywhere else. Confirmed yes. <b>Governors asked</b> if this issue is a reflection of risk, not practice. Confirmed yes. LGi confirmed the Early Years foundation stage has produced good figures. CG explained that there is a difference between what these children need to do in writing versus IT. <b>Governors asked</b> if there are resource issues in lower school. CG confirmed not the case.</p> <p><b>SECTION 6 – 16-19 STUDY PROGRAMMES</b></p> <ul style="list-style-type: none"> <li>Sixth form – there are concerns about this – despite improvements it cannot be classed as good. Outcomes are an issue in year 13 and LGi stated that Years 12 and 13 are completely different from each other. <b>Governors asked</b> if Year 13’s will be allowed to return next year if they don’t get the grades they want, and confirmed it is good news we are spotting issues in year 12 now, rather than waiting until they get to Year 13. <b>Governors asked</b> if there is a risk about student recruitment bearing in mind how many of the current Year 13’s might come back again next year. LGi states that mocks for year 13 created lots of interventions and ultimata, including some students who have been informed they may not be entered for exams. There is a real focus on who is in danger of failing and there are very specific things in place for those students. It is an improving picture as a lot of fear has been installed with coaching as well. <b>Governors asked</b> if not entering some students will send out a really bad message. LGi countered that this only affects a very small number. One student has been withdrawn from an A-level and put thru an AS-level instead on the basis he will be far more likely to end up passing the AS than the A-Level. LGi confirmed no one else has actually been withdrawn from an exam yet and that 21 April is the key date for withdrawing any other students. <b>Governors asked</b> if there is a follow up process for people to come back for a third year in the sixth form, and will the admissions policy allow them to do this. LGi responded as we have never been in this position before it’s quite difficult. <b>Governors asked</b> if there is a policy for readmitting Year 11s to retake GCSEs. LGi responded that this would be done in the sixth form rather than retaking Year 11. LGi stated that a BTEC can take up rest of the student’s time in addition to them retaking GCSEs. <b>Governors reiterated</b> the importance of ensuring our current Year 10s all move into Years 12 and 13 when the time comes. LGi confirmed that offering BTECs may help to ensure this and the SLT are looking into these. SRv stated that the school needs to restate its sixth form strategy as a pathway approach allowing some students to complete BTECs, whilst others do A-Levels and having a mixture of requirements for entry into the various options. SRv also explained his strategy for getting out into other schools to speak to their Year 11 after Easter. <b>Governors asked</b> what is happening with Year 10 parents – SRv responded the school is actively not trying to sell a sixth form college experience but that we have a different offer. <b>Governors stated</b> they are aware some current Year 10s are already booking in for open evenings at other establishments. SRv confirmed he cannot give a full overview of this at this point and will prepare a strategy paper for the next Education Committee meeting. <p><b>CONCLUSION</b></p> <ul style="list-style-type: none"> <li>Chair thanked SLT for putting the SEF together and reminded all present that the important thing is to recognise where things aren’t going right and putting in place strategies to improve things. Chair added it is not all doom and gloom as some of the numbers suggest but that the narrative shows there is the capacity and the intention to improve things.</li> </ul> <p><b>Staff Absence Policy</b></p> <ul style="list-style-type: none"> <li>Chair advised that the NUT secretary has raised points about the proposed policy and has been invited to put these forward by email. Governors were invited to comment on the proposed policy. <b>Governors asked</b> what the effects are for staff who are part time regarding dependency days. LGi replied this is not specific to part timers, and there is a ready reckoner included for things like compassionate leave – allowing up to a maximum of three working days in any one working year. LGi confirmed she has consulted with staff and had one piece of feedback. LGi confirmed it was agreed this would be considered over the Easter holidays as there is no rush for implementation. <b>Governors asked</b> if this could reference other policies it relates to and asked about whether those other policies could</li> </ul> </li></ul>	SRv	Ready for 3 May
--	--	-----	--------------------

	<p>be subsumed into this new proposed policy. LGi responded she would be happy to consider this. <b>Governors commented</b> that Select HR is a good package to use. SRv commented this comes back to the review of support staff and the potential need for an HR officer to take these things away from teachers which are not about teaching and learning. <b>Governors asked</b> about instances of sick days and some staff having constant one-off days off sick and that nothing in the policy talks about this and the impact it has on colleagues. LGi and SRv commented that this is a performance management issue really rather than something to be documented in the policy. LGi added there is a return to work policy already in place. <b>Governors suggested</b> there should be a trigger point for absences and pattern sickness, and commented that within ESCC 3 sickness within 6 months results in a warning. SRv advised he would rather not include something as specific as this, and is keener for the focus to be on performance management in these situations. Chair asked if we can make more use of Sharepoint regarding return to work forms. DFA advised staff currently have to print the form off. SRv added that doing this online would prevent the face to face conversations which currently take place. DFA advised there have been lots of upgrades to the system. SRv advised he will revisit the new proposed policy. DSi commented there is a lot of money which could be saved by getting this policy right. Currently lesson cover is arranged by the SLT as and when necessary. However Prep and Twilight cover remains the responsibility of the individual to ensure their sessions are covered. There is a feeling among the staff that as Prep and Twilight form part of the school day cover should be arranged by the SLT as it is for lessons. DSi stated that if staff can't swap Prep or Twilight then either he or PBa always end up covering it themselves. <b>Governors asked</b> if prospective staff's understanding of their commitments is something which should be in the interview questions. LGi confirmed this is something which does happen. <b>Governors asked</b> if there is a place online to find which staff are available to cover. LGi confirmed that in a previous role there was a book about how to find people quickly. Comments were made that it is so easy to knock out an email to all staff to ask for cover and this is a bad method of communication for this. <b>Governors asked</b> should it be the case that all staff have access to send an email to 'All Staff' and it was agreed this was something which would be considered in the future. <b>Governors suggested</b> it would be better for staff to go and approach someone rather than sending out emails to everyone. <b>Governors asked</b> about why some staff are leaving earlier than the end of the school day. SRv advised this needs tightening up going forwards. Chair advised the Governors will revisit the staff absence policy in FGB in June.</p>	FGB	June FGB Meeting
10	<p><b>Any other urgent business</b></p> <ul style="list-style-type: none"> <li>DFA confirmed the proposed loan repayment plan has been submitted but the EFA want a three year repayment plan, not four years as proposed, which adds pressure to the annual repayment requirements. Separately, the school has received notice of its funding rates going forwards and it is a lot less than expected because all rates are lower than last year. DFA has queried with the EFA to ask why this is, and commented this is the second year in a row they have calculated Years 12 and 13 funding on the wrong number of students. <b>Governors asked</b> what the financial gap actually is – DFA confirmed the amount of the total discrepancy. SRv stated it would be kinder on the business to pay this back over a four or five year timeframe, rather than any shorter term demanded by the EFA. He also confirmed he is aware of a precedent set with the EFA that a similar school didn't need to pay anything back until they were full and asked the DFA what she thought about our chances of obtaining such an arrangement. <b>Governors stated</b> this would ultimately just delay repayment. DFA advised she was concerned about putting the repayment plan forward before seeing this funding settlement. <b>Governors asked</b> if this reduction in funding has been modelled over the medium term and what this looks like – DFA confirmed she will do this over Easter holidays but commented that we will have to go back to the drawing board, because we were expecting an uplift of around 3% in funding rates. DFA advised there are one or two things we could do to improve our financial situation by year end and she will talk to SRv about these after Easter. <b>Governors advised</b> they want to be open and honest with staff about this. <b>Governors</b></li> </ul>	DFA	30/4/17

	<p><b>stated</b> we need staff to buy into the situation and understand the financial pressures we are under. DFA advised the expected number of Year 12 applications may not be achieved and some key decisions will need to be made regarding this. DFA advised that now we know what our funding will be it will be easier to plan going forwards. SRv wants to say something about this issue at the first staff briefing back after Easter and envisages that it will not come as a surprise to the staff bearing in mind the national situation with school funding. <b>Governors confirmed</b> this ties into a lot of things regarding saving money, such as not taking duvet days unnecessarily. <b>Governors advised</b> lots of workplaces are being told to tighten their belts and in some cases motivation goes up with all staff being asked to vote on key decisions, i.e. 'we can either do this or make redundancies' and then everyone gets engaged. <b>Governors stated</b> that the rumour mill believes the school's financial situation is far worse than it actually is with some parents thinking there is a multi-million pound deficit. DFA advised the EFA are supporting us to get us through the current situation and confirmed that if we are prudent we have nothing to fear. <b>Governors stated</b> we do not currently want to start asking parents for financial contributions.</p> <ul style="list-style-type: none"> <li>• LB confirmed that Years 7, 8 and 9 were covered by GW in the Education Committee.</li> <li>• Chair asked the FGB to join him in presenting LGi with a gift and to partake in a drink to thank her for her time at the school and to wish her the best for the future after she leaves the school tomorrow.</li> </ul>		
11	<p><b>Review upcoming meeting dates for remainder of school year</b></p> <ul style="list-style-type: none"> <li>- Education Wednesday 3 May 2017</li> <li>- Extraordinary FGB TBC in mid-May</li> <li>- Enterprise Thursday 18 May 2017</li> <li>- FGB Thursday 22 June 2017</li> </ul>		
12	<p><b>Meeting Close</b></p> <ul style="list-style-type: none"> <li>• The Chair closed the meeting at 7.50pm</li> </ul>		