



Full Governing Board – 12 July – Minutes Final

Meeting Date: 12 July 2018
Meeting Venue: TG9, Temple Grove, Gildredge House
Meeting Time: 5:15pm

Governors: Julian Mace (JM), Chair
Louise Baxter (LB), Vice Chair
Alison Allart (AA)
Steven Blower (SB)
Selene Edwards (SE)
Gabrielle Mace (GM)
Sara McKenna (SM)
Rachel Moreton (RM)
Martyn Ashley Taylor (MT)
Trevor Scott (TS)
Fiona Walker (FW)
Matt West (MW)

Ex officio: Stuart Reeves, Head Teacher (SRv)

Also in attendance: Paul Barber (DHT) *Deputy HT – Teaching & Learning*
Catherine Geldard (AHT-HLS) *Assistant HT - Head of Lower School*
Danny Simmonds (AHT-B&A) *Assistant HT - Behaviour & Attendance*
James Towner (AHT-A&C) *Assistant HT – Assessment & Curriculum*
Janice Logan (DFA) *Director of Finance & Administration*
Karl Hector (KH) *Pupil Premium Lead (for Items 1-3 Only)*

Clerk to Governors: Steve Quayle (SQ)

Apologies: Paul Amos (PA)
Trevor Scott (TS)
Joel Newman (JN)

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Item		Action	Date
1.	<p>Welcome and apologies for absence</p> <ul style="list-style-type: none"> Chair welcomed Governors and SLT to the final FGB meeting of the year and accepted apologies from PA, TS and JN. Chair advised Governors and SLT that the Vice Chair will chair this meeting. 		
2.	<p>Declarations of Interests</p> <ul style="list-style-type: none"> Governors declared various interests in relation to their children who attend the school. Two Governors declared an interest in respect of a relative who works at the school. 		
3.	<p>Pupil Premium (PP) Update</p> <ul style="list-style-type: none"> Vice Chair welcomed KH to the meeting and explained that all Governors should have read his report and invited questions based on his paper. Governors asked about targeted support for PP students through SEN, and whether all students who are targeted are both PP and SEN, confirmed yes. Governors asked if all staff are aware of who their PP students are; KH explained that earlier in the year he undertook staff training and talked to staff in detail about what PP is and what it means. He advised that he has put together an approach so that every class teacher has knowledge of who in their class is PP, and by the autumn he will have an understanding of whether we are improving in what we do with PP students. KH explained that all teachers have been asked to evaluate their own performance and he will be talking to teachers about assessing their own teaching in relation to this. He will then be able to come up with action plans and have a clear understanding of our progress. There is now a clear expectation amongst all staff that all students must be included, identifying those with PP. Governors asked about the £74 of Twilight costs for Years 7 and 8 in relation to PP and asked whether we are approaching PP students and suggesting they take on new experiences. KH explained that at the start of the year he encouraged clarity on extra-curricular activities. KH explained that in terms of the impact of the PP interventions it is really hard to identify individual results of the actions and so the only definitive evidence of impact is around the attainment of students. Governors asked if PP students tend to participate in school trips, KH confirmed that they do. KH said he will be exploring qualitative results by speaking to students and staff about their results. Governors requested to see this feedback. KH said that at Easter a survey was completed which included a range of questions about what staff saw as positive/negative, the responses included more resources and revision books. Governors asked if those PP students who received text books were identified through this process, and KH said it's about trying to be as sensitive as possible without making it obvious to others. The survey was really useful because it was about identifying individual barriers to learning. Governors asked what the main challenges are in using the PP funding and what the school is doing to overcome this. KH explained the biggest issue he faces is a lack of time to focus on PP throughout the year; but that he thinks we should focus less on a top-down approach and more on a bottom-up approach. KH said that having spoken with the ESCC Advisor on PP he explained that the most effective intervention in reality is to ensure everyone is taught really well and this filters down to PP students. Governors discussed that KH's report included questions for Governors and whether the report is suitable for them. Governors asked if the amount spent on PP was the amount we expected to spend and asked how it maps across the school and if it is more difficult to spend it for younger children than older children. KH advised he is led by AHT-HLS for the younger students, but they have identified some really useful interventions in the lower school. Governors asked if the profile of the 		

	<p><i>i) a named person who works, or who it is proposed should work, at the school; or</i> <i>ii) to a pupil at, or candidate for admission to, the school; or</i> <i>iii) to any other matter that, by reason of its nature, the Governing Board is satisfied should remain confidential.</i></p> <p><i>The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013; Regulation 15(3): www.legislation.gov.uk/uksi/2013/1624/regulation/15/made.</i></p>		
5.	<p>Action Summary Report</p> <ul style="list-style-type: none"> Governors and SRv talked through the actions on the Action Summary Report, which resulted in a number of actions being marked as complete. 		
6.	<p>Headteacher's Report</p> <ul style="list-style-type: none"> SRv talked Governors through his Headteacher's Report: <p>SEF</p> <ul style="list-style-type: none"> The SEF has been updated and everything has been moved on as far as it can be, but we are unable to include any outcomes at the moment before the GCSE results. <p>Early Years Outcomes</p> <ul style="list-style-type: none"> SRv congratulated AHT-HLS and her team for fantastic results in the Early Years and KS1 results, which are way above the national average. AHT-HLS advised Governors that the finalised KS1 results show Reading at 89%, Writing at 79% and Maths at 79%. <p>Attendance</p> <ul style="list-style-type: none"> SRv advised that attendance is now on cusp of expectation, at 95.4%, and congratulated AHT-B&A and his team who have made this happen, but there is still more to be done as they strive to get this up to 96%. <p>Exclusions</p> <ul style="list-style-type: none"> Exclusions are above expectation but this should reduce next year as a result of the new Gateway process and the newly recruited Behaviour Coordinator. <p>Staff Survey</p> <ul style="list-style-type: none"> Vice Chair said staff don't appear to feel as though they have enough support regarding their mental health – SRv responded that he feels the school supports students well with this but the survey suggests that we need to look at this area for staff. SRv explained there are clear positives to be taken from the survey in that staff clearly know what's expected of them and 82% of respondents strongly agreed there is someone who cares about them at school. Also 94% strongly agreed they feel safe at school and 78% stated that they have opportunities to express their ideas and points of view, so clearly staff feel valued. SRv explained the results might be skewed by a significant minority who are negative across the spectrum, and he is concerned about the survey results next year due to the extra pressures that will come into effect, such as teaching with 3.6 fewer teachers and everyone will be up to full capacity. Governors remarked there is a high number, 89%, who agree that there are too few support staff in school. Governors asked if there have been any recent initiatives to support staff with their wellbeing. Vice Chair talked about changes in the support staff structure in Years 3, 4 and 5 and how we will support staff through this and asked whether we can revisit this in the future. SRv said the finances are more under control now than ever before and he is putting together the business case which gives us a really solid argument that we can repay our loan over the next 4-6 years. There is a real concern that over the next 5-10 years the Government funding is flat-lining. Vice Chair said she has concerns about a real dip in the staff's wellbeing along with those children with more complex needs, and Governors asked about how SRv can improve that without extra money – 		

	<p>Governors asked if we have thought about doing any resilience training. SRv advised he has been asking staff about their feelings and they seem to indicate that more social events seem to be top of their list. Governors asked who the leadership team refers to in this survey; SRv said it's the SLT and anyone else on a leadership allowance. Governors asked what SRv's view was on the comparisons from last year and what lies beneath that. SRv replied there is now more individual accountability and we have raised the bar on a number of issues and dealt with things more robustly. Governors asked how they can connect better with the staff, and SRv suggested increasing monitoring visits and including staff wellbeing as part of the visit. Governors asked about the new appraisal system and whether that might have an impact, but SRv said the new system hasn't been through a full cycle yet. DHT said that since we changed the process some people are in favour but some people are challenged by it. Governors asked what the impact is for existing staff who have been here during the changeover, DHT said it has had an impact on some staff who were used to working in certain ways but as expectations increase across the school there is challenge around that and it manifests itself when they answer the staff survey. Governors asked about the 44% who don't think the school does enough to prevent bullying but yet 92% of teachers think they have a good relationship with students, but SRv and AHT-B&A pointed out that 56% said they think the school does deal well with bullying. SRv said there is a question about whether there is a problem with bullying re support not being following through and so this area is on the development plan for next year. Governors asked if bullying can be ranked in terms of seriousness and SRv said one of the monitoring visits can work on this next year and one of the staff meetings scheduled for next year will focus on bullying. Governors commented that the lowest scoring factor of all is that the school is well organised, although this scores better than last year; SRv said this links back to communications and last minute changes. DHT said we do need to develop a more effective communications strategy. SRv confirmed there are lots of SLT discussions around this issue.</p> <p>School improvement data</p> <ul style="list-style-type: none"> Vice Chair said the Progress 8 data has improved by nearly half a percentage point. SRv said this is not uncommon after mocks which always help to focus student's minds. Vice Chair asked what the cut off is that would warrant OFSTED interventions, he confirmed around -0.5. AHT-A&C said we're currently predicting -0.14 but we won't know for sure until we get to the end of year results. He reminded Governors that everyone is still working from KS2 results data at this stage. The newly-adopted Fischer Family Trust Aspire (FFT Aspire) model of GCSE predictions system might influence predictions somewhat but shouldn't change where students ultimately ends up. He confirmed the way we will use the FFT Aspire will be to check our calculations at certain times across the school. Vice Chair asked if the July data is coming out at -0.14 does that mean that is what we're predicting, AHT-A&C said this is everything we have up to the students sitting their GCSE exams and so this is what we have forecast. SRv said we should be positive it is very close to zero which suggests that we celebrate children of all backgrounds and all abilities, including SEN, who are known not to make as much progress as their peer groups. Vice Chair asked if and when we will get an average for all schools, AHT-A&C said around December. SRv said we have signed up to a data sharing agreement which means we will get it earlier. Governors confirmed that if the results come out near to this prediction then we should be very pleased. SRv said Governors should bear in mind with Progress 8 that everything has a background story behind it, and the Progress 8 figure is only the start of the discussion. Governors stated that if 55% of students achieve 5+ in English and Maths this would compare very favourably to the national average. Governors asked about their ability to sign in to the FFT Aspire account themselves and AHT-A&C will explore this and will organise some training on how to access this. AHT-A&C said going forwards dashboards will encompass the FFT Aspire model to make it more user friendly for Governors. 	SRv/SPG	18/19
		AHT-A&C	Autumn term

	<ul style="list-style-type: none"> • Governors asked about the SEF in relation to the outcomes of students and about why this has dropped from 2 to 3. SRv said the previous judgment of 2 was incorrect in his opinion. • Governors talked about the 11 staff we have lost and the fact we will have 3.6 fewer staff next year and asked if we have managed to fulfil our recruitment strategy for specialist teachers, SRv confirmed yes. SRv explained that some teachers will be crossing over subjects, which helps us to be more efficient. Governors checked we are able to cover our GCSE years with specialist teachers. SLT confirmed yes. SLT will closely monitor the situation in years leading up to GCSE. • Governors congratulated AHT-HLS for EY and KS1 results and asked if we are going to publish these results as they would like them to be circulated in the next bulletin. 	SRv	TBC
7.	Items not already on the agenda <ul style="list-style-type: none"> • None forthcoming. 		
8.	Chair's correspondence <ul style="list-style-type: none"> • Chair advised Governors he has received 2 emails from parents expressing concern about the new Year 5 after school provision. • Chair advised he has received 1 email from a parent questioning the school's interpretation of GDPR as to why photos can't be taken on school trip. Vice Chair commented that the school trip to London was a very well organised trip as she had got the train back from London with them. 	SRv	ASAP
9.	Governance Matters <ul style="list-style-type: none"> • SPG Update – Chair advised that he has already covered this prior to the meeting and sent out an email to all Governors with the terms of reference for this group. Chair reassured Governors that anything within the SPG's remit must be agreed by the FGB so the wider group need to agree what the SPG is and isn't delegated to consider. He went on to explain that anything delegated to the SPG will be ratified by the Full Governing Board. • Governor-controlled Policies – Vice Chair stated that these policies need to be addressed individually by specific Governors who then need to come back to the FGB with them. Vice Chair stated that before that can happen a number of the policies are out of date and they should be rewritten by the SLT and brought back for Governors to review and ratify. • Governors were requested to volunteer to take on the Health & Safety policy – MW volunteered. Also the Data Protection policy – MT volunteered. • The Safeguarding policy will be covered off by RM 	SLT	TBC
10.	Safeguarding <ul style="list-style-type: none"> • Safeguarding Lead Governor, RM, confirmed that in September there is a change to the Department for Education's 'Keeping Children Safe in Education' agenda. DHT explained that in his role as Designated Safeguarding Lead he and his deputy are completing a self-evaluation process, results of which to come to FGB in September. DHT advised that the DfE's new policy comes into force on 3 September so he needs to update the school's policy, to be ratified by Governors in the new school year. DHT explained there will be some helpful documents that will come out from DfE with the policy when it is issued. DHT suggested it might be a mistake to ratify the new policy straight away but he intends to start using it from September pre-ratification for staff training and will update the policy so that when it is ratified Governors can be sure it is correct. RM explained that one of safeguarding monitoring visits next year will involve checking that all staff have seen and signed the new policy. DHT said he is putting all the documents together in one place and he needs to ensure that not only have staff signed it but that they understand it too and he will schedule some time on Monday 	DHT/RM DHT RM	Sep FGB Oct FGB 18/19 School Year

	<p>afternoons to assess their understanding. Governors asked if there is any further need for Governors to undergo safeguarding training; DHT confirmed yes as it will be updated in line with new legislation and the training only lasts for 2 years. He explained that certain things are changing with the new policy, eg. the school needs to maintain 2 emergency contacts for every student in the school. There will also be different processes for different types of safeguarding procedures.</p>	Chair	TBC
11.	<p>Finance Matters</p> <ul style="list-style-type: none"> DFA explained that income generation activities will be slightly higher than forecast. She has managed to extend the summer language programme. Cannot give a hard and fast figure at the current time. She explained we also have a summer activity club and a football week booked in. DFA explained the deficit funding plan is nearly complete and she is working on 2 different models of staffing structures and 2 different ways of doing that by changing reviews to April rather than September, but this will be for governors to look at in more detail. DFA advised that having looked at the management accounts there are cash reserves in the bank and the forecast will show that we can make some repayments to the ESFA next year. The teacher pay rise may have some impact dependent on funding for that increase. Governors asked about Sixth form enrolment following the taster day. SRv explained the numbers are still somewhat fluid, but the bottom line looks like 49 and top line looks like between 59-62 students. There may also be a PNA which needs to be factored in depending on numbers. SRv advised he has predicted for 60 students to come in and then the sixth form increasing in numbers each year and aiming for no PNA. Governors asked about the lifespan of the current minibuses as one has recently had to have the clutch repaired. It was suggested that going forwards we would probably have to lease new ones, and we need to factor this cost in. Governors suggested that an independent school in Eastbourne are believed to be about to get rid of their current minibuses and so DFA will contact that school as soon as possible to see if we could secure them. 	DFA	ASAP
12.	<p>Any other urgent business</p> <ul style="list-style-type: none"> Chair thanked Governors and SLT for what has been achieved this year, adding that the ASR runs to 10 pages or more of actions that have been completed and accordingly we have had a real impact this year, but we could do more, and we will do more next year. SRv confirmed that Year 11s will find out their GCSE results on August 23, the SLT will receive basic data the day before but it will be embargoed until the following day. A-levels results will come out a week before that. SRv confirmed the SLT will be in school on both Wednesdays in both cases and will send out a message to the Chair on both days and communications will be sent around Eastbourne on the Thursday. Governors asked about support for students when they come in to collect their results and asked if staff will come in and be on hand. SRv said lots of staff have volunteered to come in and help. Teaching staff will be allocated a number of students each to talk to about their results and offer any support that they might need. The Sixth form recruitment continues right up to results day. Governors said it's up to the students what they choose to do but we should ensure we encourage them to go home and talk to their parents about their new choices in this situation. Governors asked what process is being put in place for students who can't pick up their results in person on the day; SRv advised there is a download process they can use. Governors asked if someone can collect their results by proxy, SRv confirmed they always have been able to but they need to be signed for. SRv said all students should make an effort to come in in person unless they are away from Eastbourne at the time. 		

	<ul style="list-style-type: none"> • Chair said he would like to send an email to all staff thanking them for the year, SRv confirmed he is happy for this to happen. • AA confirmed that she will be acting as the Governor Lead on the school committee working towards GH becoming an Eco School; the first meeting is scheduled for 18 July. She will update Governors on the progress at the September FGB. 	<p>Chair</p> <p>AA</p>	<p>July</p> <p>Sep FGB</p>
13.	<p>Confirmation of meeting dates</p> <ul style="list-style-type: none"> • Confirmation of meeting dates for the 18/19 school year: <ul style="list-style-type: none"> ○ Wednesday 19 September 2018 ○ Wednesday 17 October 2018 ○ Thursday 6 December 2018 ○ Thursday 31 January 2019 ○ Wednesday 13 March 2019 ○ Thursday 16 May 2019 ○ Thursday 20 June 2019 ○ Thursday 11 July 2019 • Governors and SLT were reminded that all papers should be sent by email to the Clerk by 6pm at the latest, 7 days before each meeting to ensure we comply with guidelines about the agenda being sent out in good time. 		
14.	<p>Meeting Close</p> <ul style="list-style-type: none"> • Vice Chair closed the meeting at 7.25pm. 		