



Full Governing Board – Minutes of Meeting - 06 th December 2018	
Meeting Date:	Thursday 06 th December 2018
Meeting Venue:	TG7, Temple Grove, Gildredge House
Meeting Time:	5:15pm
Governors: Julian Mace, <i>(JM)</i> , Chair Alison Allart, <i>(AA)</i> Paul Amos, <i>(PA)</i> Selene Edwards, <i>(SE)</i> Sara McKenna, <i>(SM)</i> Gabrielle Mace, <i>(GM)</i> Rachel Moreton, <i>(RM)</i> Joel Newman, <i>(JN)</i> Trevor Scott, <i>(TS)</i> Martyn Ashley Taylor, <i>(MT)</i> Fiona Walker, <i>(FW)</i> Matt West, <i>(MW)</i>	
Ex officio:	Stuart Reeves, <i>(SRv)</i> , Head Teacher
Also in attendance:	Paul Barber, <i>(DHT)</i> , Deputy Head Teacher Jemma Graffham, <i>(DSF)</i> , Director of Sixth Form Janice Logan, <i>(DFA)</i> , Director of Finance & Administration Danny Simmonds, <i>(AHT-B&A)</i> , Assistant HT, Behaviour & Attendance James Towner, <i>(AHT-A&C)</i> , Assistant HT, Assessment & Curriculum

Apologies:	Steven Blower, <i>(SB)</i> Louise Baxter, <i>(LB)</i> Catherine Geldard, <i>(DLS)</i> Steven Qualyle <i>(SQ)</i>
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Item	Discussion	Action	Date
1.	Welcome and Apologies for Absence <ul style="list-style-type: none"> Chair welcomed Governors and thanked them for attending Chair accepted apologies from SB, LB, DLS 		
2.	Declaration of Interests <ul style="list-style-type: none"> Governors declared interests in relation to their children who attend the school No other interests were declared 		
3.	Minutes of Previous Governing Board Meeting <ul style="list-style-type: none"> Chair approved the minutes as an accurate record of the 17 October 2018 FGB 		
4.	Action Summary Report Chair and SRv talked through the actions on the Action Summary Report, which resulted in a number of actions being marked as complete. <ul style="list-style-type: none"> Contingency planning for lockdown procedures will be tested in the new year. Bell will be fitted in the Christmas break. Car Park system is working well. The mechanical and electrical survey report will be complete in 2-3 weeks. Land & buildings works to start in the new year. Catering-(DFA) - school will advertise for a new chef. Sixth Form –report will be shared today later in the meeting Safeguarding- Keeping children Safe in Education policy is split into two halves. Meeting again for Part 2 on 13/12 Eco School report has been emailed Policies- working with ESCC Governors GDPR training- LB is working on it Staff Welfare – HK has plenty of ideas, need to work out implementation Gender Neutral Blazer- ongoing 		
5.	Items Not Already on the Agenda <ul style="list-style-type: none"> Ofsted Inspection- SRv gave a brief report about the inspection. He explained it was hard but fair. It was objective and evidence based process. Everyone worked hard and did their best. Once the result is published by Ofsted, it will need to be communicated to parents. 		
6.	Chair's Correspondence Just one absence issue from a parent which has been resolved.		
7.	Governance Matters <ul style="list-style-type: none"> 'Keeping Children Safe in Education' – DHT to send out Part 1 to all governors 		
8.	Curriculum Vision and Ambition A discussion paper has been circulated to all governors. SRv said that there are three key questions: <ul style="list-style-type: none"> – What is the purpose of the school curriculum? – Why is it here? 		

	<p>– How do we assess the impact?</p> <p>SRv said our curriculum should be in line with the school vision. He asked if the curriculum should be knowledge based or skills based. SRv said the knowledge led curriculum is old fashioned and involves rote learning before the knowledge is applied whereas a skill based curriculum focusses on skills that children would need in the future. The Governors and SLT discussed that the profile is changing dramatically and the curriculum should be able to meet this. The Governors asked how high achievers can be supported and whether the curriculum should be designed for mixed ability. The Chair asked if soft subjects like Arts should be removed from the curriculum or should the curriculum be designed towards the students turning out as well-rounded individuals. The Governors discussed that the curriculum should and able to cater to children of all abilities and also have pathways for work experience. It should be academic with a strong core subjects but must have soft subjects to cater to needs of low ability students. SRv said he would get back to the governors with more proposals.</p>		
9.	<p>Governors' report and audited accounts</p> <p>Chair stated that it was it was a legal requirement to prepare and have accounts audited. Price & Co. has prepared them and the draft is ready. Governor said that Peter Pyemont's name still reflects in the accounts and needs to be removed. He had resigned on 15/09/16 due to ill health. DFA will make the necessary changes.</p>		
10.	<p>Headteacher's report</p> <ul style="list-style-type: none"> • Vision, mission and values- Chair said that the vision needs to be framed in clearer terms and should reflect the vision of the governors. • SDP- Will be redrafted after the Ofsted report • Budget- Chair stated that more supply staff have been taken on and the supply budget will have to be increased. SRv explained that this is due to absences and long term absences in lower school. Governors asked about vandalism. SRv explained that since the time it was highlighted at assembly, vandalism has reduced. DFA said that these incidents affect not only monetary aspects but also has a significant impact on the time that Estates need to spend on dealing with these. SRv explained that besides vandalism, the building is old and needs repair from time to time. • Sixth Form Strategy- Total applications received through UCAS are 123. A survey done indicates English Language as the choice subject of study but the data needs further analysis. Chair commended DSF on the higher number of applications the school has received. DSF explained that the curriculum will be ready before February 19 half-term. Governors asked by when the numbers need to be put in for the finances. DFA explained that estimates have been made and estimates are usually higher. Payment made on the basis of estimates comes in earlier. If number of students are more, the payment will be received in-year. The Governors requested it be recorded how thrilled they were by with the improvement of Sixth Form numbers. 		

	<ul style="list-style-type: none"> • Pay Review- SRv said that the pay rise was commensurate with the quality of teaching. Those who did not receive a pay rise could not provide evidence for the same. SRv explained that no pay progression could be linked to performance issues. As such there is coaching and support in place for improvement. Governors asked if staff who do not get a pay rise end up leaving the school. DHL explained that CPD is an ongoing process and not everyone leaves. There is more acceptance among the staff as it is communicated with openness and honesty. 		
11.	<p>Data</p> <ul style="list-style-type: none"> • Review of Autumn 1 data • AHT-A&C explained that predictive grades are more accurate. Profile of students shows progression of high ability students. Year 13 there were no major concerns. For Key Stage 4 students between Attainment and Progress, it will be Progress that will be considered. Previous GCSE results can be used to validate the report. Current focus should be high attaining students and how they are progressing. He further explained that Key Stage 3 information can be used to predict how the students will emerge in Key Stage 4. AHT-A&C shared numbers on interactive sheets with the board. He explained that current grades were okay though predictive grades were further away. Governors asked if it was possible that the predictive grades could be accurate. SRv explained that the predictive grades could get closer but not 100%. Mock exams data will be available in Jan 2019. 		
12.	<p>Teaching & Learning</p> <p>DHT explained that quality of teaching and learning was being judged by moving away from grades and moving towards more development. He explained there are two key aspects to teaching: Lessons must match needs and engaging students. SLT is looking at establishing peer approach so that departments work together. More of CPD to judge the quality of teaching. Middle leaders create a culture that lessons taught must differentiate and must engage. Two annual reviews have been carried out Sep 18 and Nov 18 and two more are due Feb 19 and May 19. Chair asked if CPD for 2017 didn't work. DHT explained that it was effective. He explained that SLT was working on impact of CPD and to change teaching practice takes time. Chair asked if there were any plans in place to ensure all staff have CPD on the basis of differentiation. DHT explained that plans were there and the teachers should be able to articulate it. Chair stated that the governors would like to attend the next review. They will observe the feedback being given and how the CPD is put in place. They would like to focus on the four staff who didn't meet expectations. Governors asked if homework is being assessed as it might be a quick and fast way of differentiating targeted homework to the cohorts. Governors said things are in place but take too long. SRv said that improvements would be expedited and progress reported to the governors.</p>		
13.	<p>Attendance and Exclusions</p> <p>Chair congratulated the team on achieving 96.68% attendance and asked if SEN attendance could be improved. Governors asked if</p>		

	there was a cause for concern that of the five students excluded, two were SEN. DSL explained that there are more numbers of children with disabilities and those who are vulnerable, so the numbers achieved are good. SRv said that the number of students excluded has been halved.		
14.	Safeguarding Safeguarding is being monitored and is effective.		
15.	Monitoring SRv said that monitoring reports speak for themselves.		
16.	Head Teacher's Appraisal Closed Minute		
17.	Policies <ul style="list-style-type: none"> • Complaints Policy Chair stated that Point No. 6 in the Complaints Policy was ambiguous. The policy does not clarify who will investigate any complaint made against the Chair of Governor. Governors discussed that any complaint against governors is investigated by the Chair and any complaint against the Chair will be passed on to the Vice Chair for investigation. • Whistleblowing Policy Chair said that the Whistleblowing Policy was robust and thorough. 		
18.	Policy Tracker Chair stated that policies that need updating will be brought up at every meeting and a governor appointed to review it and then discussed at the following meeting.		
19.	Any Other Urgent Business None		
20.	Confirmation of future FGB meeting dates (all at 5pm) Next meeting on Thursday 31 January 2019		