



## Full Governing Board – 13 March – Minutes

**Meeting Date:** Wednesday 13 March 2019  
**Meeting Venue:** TG7, Temple Grove, Gildredge House  
**Meeting Time:** 5:15pm

**Governors:** Julian Mace, *(JM)*, Chair  
Louise Baxter, *(LB)*, Vice Chair  
Alison Allart, *(AA)*  
Selene Edwards, *(SE)*  
Sara McKenna, *(SM)*  
Gabrielle Mace, *(GM)*  
Paul Amos, *(PA)*  
Fiona Walker, *(FW)*  
Matt West, *(MW)*  
Joel Newman, *(JN)*  
Martyn Ashley Taylor, *(MT)*

**Ex officio:** Stuart Reeves, *(SRv)*, Head Teacher

**Also in attendance:** Paul Barber, *(DHT)*, Deputy HT, Teaching & Learning  
Catherine Geldard, *(DLS)*, Director of Lower School  
Jemma Graffham, *(DSF)*, Director of Sixth Form  
James Towner, *(AHT-A&C)*, Assistant HT, Assessment & Curriculum

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

**Apologies:** Trevor Scott, *(TS)*

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Item	Discussion	Action	Date
1.	<p><b>Welcome and apologies for absence</b></p> <ul style="list-style-type: none"> <li>Chair welcomed Governors and accepted apologies from TS. Apologies also received from AHT-B&amp;A and DFA.</li> </ul>		
2.	<p><b>Declarations of Interests</b></p> <ul style="list-style-type: none"> <li>Governors made declarations in respect of their children who attend the school</li> </ul>		
3.	<p><b>Minutes of previous Governing Board Meeting</b></p> <ul style="list-style-type: none"> <li>Governors approved the minutes from the January FGB meeting and the Chair signed a copy of the minutes as an accurate record of the meeting.</li> </ul>		
4.	<p><b>Action Summary Report</b></p> <ul style="list-style-type: none"> <li>Chair went through the actions on the ASR with Governors and SRv, which led to a number of actions being ticked off as complete.</li> </ul>		
5.	<p><b>Items not already on the agenda</b></p> <ul style="list-style-type: none"> <li>None forthcoming.</li> </ul>		
6.	<p><b>Chair's Correspondence</b></p> <ul style="list-style-type: none"> <li>Chair confirmed he has received a resignation from SB as a Governor. As a result he intends to conduct a Skills Audit to identify where the skills gaps are to inform the recruitment of new Governors.</li> <li>Chair confirmed he has received several letters from parents regarding a number of operational issues. These have been passed to SRv to respond to.</li> </ul>	Chair	TBC
7.	<p><b>Governance Matters</b></p> <ul style="list-style-type: none"> <li><b>Governors Away Day</b> – Chair stated that this session will be held at the school from 1pm.</li> <li><b>Safeguarding Training</b> - Chair reminded all Governors to update their Safeguarding training, where necessary.</li> <li><b>Keeping Children Safe in Education</b> - Chair asked Governors to sign the form confirming they have read this policy.</li> <li><b>Outstanding Documents</b> - Governors were asked to produce these to the Clerk for forwarding onto Sarah King. SRv asked Clerk to liaise with Sarah about outstanding documents in relation to DBS and Section 138 checks.</li> <li><b>Strategic Discussion</b> – <b>Governors asked about</b> Pupil Premium (PP) spending. DHT explained there is no hard evidence that the school's current PP strategy delivers progress in terms of academic achievement, and asked Governors if they supported a change to this strategy.</li> </ul> <p><b>MW joined the meeting at 5.45pm</b></p> <p>DHT explained the SLT is looking at PP resources and are keen to change their focus towards interventions which can provide a more tangible improvement. <b>Governors confirmed</b> they haven't seen the desired outcome from this spend and asked for the SLT's view on why it hasn't work. SRv plans to mainstream PP in the classroom and focus on the 3 areas the Education Endowment Fund say most benefits all students. <b>Governors asked</b> whether these interventions will be rolled out inside or outside the classroom – SRv confirmed both. <b>Governors agreed</b> this should become a focus of Teaching &amp; Learning visits and stated they will need some case studies to look at the impacts. SRv commented</p>	Clerk	TBC
		DHT	TBC

	<p>that schools with a low level of PP tend to have a bigger gap between PP and non-PP students but the focus should be academic progress for everyone, so he aims to spend 70% of PP money in the classroom. <b>Chair commented</b> that this may mean some PP students are unable to attend trips if the funds are not used for this purpose and SRv confirmed we will still need to set aside some money for this. DLS commented that it's not all about academic progress and that we need to think holistically. <b>Chair asked Governors</b> to agree to adjust the PP funding as proposed by SLT – <b>approved by Governors</b>.</p> <ul style="list-style-type: none"> <li>• <b>SLES Visit</b> – completed in February by Bill Roddick. <b>Chair stated</b> it is very promising to see the primary phase is already making improvements as suggested by the OFSTED report. <b>Governors agreed</b> to organise a future visit to monitor improvements against his recommendations.</li> </ul>		
8.	<p><b>Head Teacher's report</b></p> <ul style="list-style-type: none"> <li>• <b>Recruitment</b> – progressing well. SRv expressed concern that legacy teacher contracts require them to give more notice than in any other schools, whereas new contracts don't have this issue. <b>Governors asked</b> if all the new recruitment has been budgeted for – SRv confirmed yes. <b>Chair thanked</b> GM and MT for being involved in the recent recruitment processes.</li> <li>• <b>School Development Plan</b> – SRv confirmed we need to focus on our future finances and the implications of a financially led curriculum, and will revert to Governors with suggestions in the future.</li> <li>• <b>Workload</b> - <b>Governors asked</b> for suggestions to improve staff's workload and whether outsourcing could be an option. SRv explained that some teachers feel hindered from doing the best job they can due to workload issues. <b>Governors discussed</b> the staff workload survey and it was noted that a number of staff have considered leaving the profession, in line with national trends. <b>Governors asked</b> if all staff are required to cover the same proportion of break duties and whether they know they all fairly share this responsibility. <b>Governors asked</b> about the amount of staff time used for overseeing the drive process, but SRv said this only takes about 15 minutes of the SLT's time. SRv stated he is always mindful about wellbeing and mental health issues. <b>Governors asked</b> about those teachers teaching lessons that aren't their speciality – the SLT confirmed this will need to happen again next year. <b>Governors commented</b> that for teachers to create exciting lessons requires preparation time and energy.</li> <li>• <b>Website Compliance</b> – SRv explained this is now checked every 2 terms.</li> <li>• <b>19/20 Proposed Term Dates</b> - <b>Governors asked</b> about the 12.30pm finish at the end of term and whether it would be better to combine these and have an extra whole day off, but SRv said he was not in favour of this. <b>Chair confirmed</b> with SRv that we remain compliant for the two week October half term with the reduction of Prep and Twilight provision. <b>Governors asked</b> why all proposed term dates start on a Monday and SRV explained this helps reduce school absences in the first week of term.</li> <li>• <b>Year 13</b> – SRv and DSF stated the current Year 13 is a small group and they are very emotionally supportive of each other. The school will provide support for any that need it. <b>Chair commented</b> that Governors would like to see progress data going forwards and not just attainment data.</li> </ul>	SRv	TBC
9.	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• In DFA's absence, SRv talked Governors through the income/expenditure report. The supply teacher spend is high due to staff stress absence which is on the increase. Staff workloads have an impact on this. SRv is confirmed that some parts of the school buildings are starting to look dated and so is ICT equipment. A very prudent approach is being taken in all areas, although funding in future years looks particularly difficult. <b>Governors</b></li> </ul>	DSF/ AHT-A&C	TBC

	<a href="#">commented</a> on a good job being done in keeping finances tight. SRv added that all schools across the country are in a similar financial situation.		
10.	<p><b>Monitoring</b></p> <p>Chair thanked Governors for the monitoring visits and reports that have been completed:</p> <ul style="list-style-type: none"> <li>• <b>Upper School Staff CPD</b> – assessing the impact and efficacy of the Monday CPD offer that has replaced prep and twilight. <a href="#">FW explained</a> there was a lot of enthusiasm evident at her visit, which was definitely useful. DHT suggested another visit later in year as there have been a lot of different CPD sessions undertaken, some more useful than others; agreed on a return visit in June. <a href="#">Chair asked</a> about take up of CPD and whether staff must redo it if they miss it. DHT explained the CPD is followed up by departmental sessions. <a href="#">Governors asked</a> how CPD takes place and DHT explained they have tried various iterations and then looked at the use of time to see what has been most effective. <a href="#">Governors asked</a> how we measure CPD, but SRv counselled it would be very difficult to establish a link between CPD and progress data.</li> <li>• <b>Data &amp; Assessment</b> – GM and SM explained this was a very interesting visit. They explained that data at KS3 needs fine tuning but hopefully this is being ironed out now as teachers needed some more support about what is ‘Good’ and what is ‘Outstanding’. They also looked at the new EY data. There was some concern as to whose job it was to analyse data. A learning walk was conducted, and some observations were shared with the SLT – SRv said this was powerful information for him. <a href="#">LB confirmed</a> there was no disruption in the classroom and all behaviour was good. SRv explained that Governors need to schedule a future debate about whether we should teach by sets rather than mixed ability groups. <a href="#">Governors expressed</a> that they would like to have the opportunity for classroom visits more often.</li> <li>• <b>Early Years &amp; SEN</b> – LB conducted a learning walk and monitoring visit. Observed the focus on achieving ‘greater depth’ in writing. LB confirmed that every student and every teacher was very happy. <a href="#">Governors talked</a> about how finances are split between the lower school and upper school and about methods used for determining how much funding should go to each. SLT confirmed the SENCO will become full time next year.</li> <li>• <b>Religious Studies</b> – Chair met with Acting Head of Department (HoD) and had a good introductory meeting. HoD would like to address the balance between Religious Studies versus Philosophy and Belief. <a href="#">Governors discussed</a> critical thinking in this subject area.</li> <li>• <b>Teaching &amp; Learning SEN</b> – AA explained this visit was very helpful in understanding where her focus should lie. She looked at data and case studies and went into classrooms. The teachers knew she was coming in, which worked well, and enabled them to show her everything. <a href="#">AA confirmed</a> the next step would be to talk to students. The SENCO is using her initiative in implementing changes. DLS asked about this being done in lower school too, and <a href="#">AA confirmed</a> it would be helpful to see this in action on another visit.</li> </ul>	FW/DHT	June 19
		Chair	TBC
		AA/DLS	TBC
11.	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• Chair introduced MW as the new Safeguarding Governors, following RM’s resignation last month. <a href="#">MW confirmed</a> there is not much to report on yet but he wants to go back and look at the central single register. DHT explained the new report proforma has changed. MW scheduled to meet with DHT tomorrow.</li> </ul>	MW/SRv	May FGB
12.	<p><b>ISEND</b></p> <ul style="list-style-type: none"> <li>• Chair explained the letter received about capacity issues at College Central for excluded students. He explained they are trying to reduce numbers. SRv explained that as a result it is now the school’s responsibility to liaise with other schools from day 6 of a permanent exclusion, whereas it used to be the LA’s responsibility.</li> </ul>		

13.	<b>Staffing Structure</b> <ul style="list-style-type: none"> <li>SRv advised he has provided this for Governor's information – no questions forthcoming.</li> </ul>		
14.	<b>Policies</b> <b>Chair explained</b> the new process for policies to be updated by the SLT and then be brought to FGB for those that require Governor's approval. The following policies were proposed: <ul style="list-style-type: none"> <li><b>Data Protection</b> – changes result from GDPR – <b>Approved by Governors.</b></li> <li><b>Early Years Medication</b> – no changes – <b>Approved by Governors.</b></li> <li><b>Early Years Uncollected Child</b> – some minor amendments – <b>Approved by Governors.</b></li> <li><b>Early Years Policy Visitor Access</b> – this has been updated in light of the new Safeguarding regulations – <b>Approved by Governors.</b></li> <li><b>Capability Policy</b> – this is very similar, but dates changed within policy to clear it up – <b>Chair asked</b> if Unions have agreed this – SRv confirmed – <b>Approved by Governors.</b></li> </ul>		
15.	<b>Any other urgent business</b> <ul style="list-style-type: none"> <li>None forthcoming.</li> </ul>		
16.	<b>Confirmation of future FGB meeting dates (all at 5pm):</b> <ul style="list-style-type: none"> <li>Thursday 16 May 2019 - CANCELLED</li> <li>Thursday 20 June 2019</li> <li>Thursday 11 July 2019</li> </ul> <b>Confirmation of Governor's 'Away-Day':</b> <ul style="list-style-type: none"> <li>Friday 29 March 2019 (1pm) Venue – Gildredge House</li> </ul> <b>Confirmation of future FGB meeting dates (19/20 School Year)</b> <ul style="list-style-type: none"> <li>Wednesday 11th September 2019</li> <li>Wednesday 16th October 2019</li> <li>Thursday 12th December 2019</li> <li>Wednesday 29th January 2020</li> <li>Wednesday 11th March 2020</li> <li>Wednesday 29th April 2020</li> <li>Thursday 18th June 2020</li> <li>Thursday 9th July 2020</li> </ul>		
17.	<b>Meeting Close</b> <ul style="list-style-type: none"> <li>Chair closed the meeting at 8pm.</li> </ul>		