



## Full Governing Board – 20 June – Minutes

**Meeting Date:** Thursday 20 June 2019  
**Meeting Venue:** TG7, Temple Grove, Gildredge House  
**Meeting Time:** 5:15pm

**Governors:** Julian Mace, *(JM)*, Chair  
Alison Allart, *(AA)*  
Selene Edwards, *(SE)*  
Sara McKenna, *(SM)*  
Gabrielle Mace, *(GM)*  
Fiona Walker, *(FW)*  
Matt West, *(MW)*  
Joel Newman, *(JN)*  
Trevor Scott, *(TS)*

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

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

**Apologies:** Louise Baxter, *(LB)*, Vice Chair  
Paul Amos, *(PA)*  
Martyn Ashley Taylor, *(MT)*

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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 to the meeting and accepted apologies from LB, PA and MT.</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 13 March FGB and the Chair signed a copy as an accurate record of the meeting.</li> <li>Governors approved the minutes from the 8 May EGM and the Meeting Chair signed a copy 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 resulted in several actions being ticked off as completed.</li> </ul> <p><i>JN joined the meeting at 5.45pm</i></p>		
5.	<p><b>Items not already on the agenda</b></p> <ul style="list-style-type: none"> <li>None</li> </ul>		
6.	<p><b>Chair's Correspondence</b></p> <ul style="list-style-type: none"> <li><b>Chair advised</b> he has received several letters and all correspondence has been replied to. A large proportion of correspondence was in relation to the changes to the House system, which SRv has responded to. SRv advised this decision was reviewed yesterday by the SLT but the decision is to continue as proposed. <b>Governors agreed</b> this is an operational matter which SRv will continue to oversee.</li> <li><b>Chair said</b> some confusion remains with references to the former 'Lower', 'Middle' and 'Upper' sections of the school because it was agreed last year we would refer to the 'Primary' and 'Secondary' phases of the school. <b>Chair asked</b> Governors to ensure we are using the correct terminology ourselves. SRv confirmed this change was communicated to parents via The Bulletin last year.</li> <li><b>Governors commented</b> that there has been some confusion around the transition of student responsibility from DLS to AHT-A&amp;C at Year 5, and they would like appropriate communication to be sent out to Year 4 parents. <b>Governors commented</b> there are also some outdated errors regarding this on the website; SRv to review and rectify.</li> </ul>	SRv SRv	TBC TBC
7.	<p><b>Governance Matters</b></p> <p><b>Skills Audit</b></p> <ul style="list-style-type: none"> <li>Following on from the Governors' skills audit, <b>Chair explained</b> the Board would benefit from some new Governors with experience in finance, local knowledge, and local businesses. He is aiming to recruit 1 or 2 new Governors, initially as Associate Governors, and he is keen that they immerse themselves in the school fully and not just attend Governor meetings.</li> </ul>	Chair	ASAP

	<b>PINK PAPER 1</b>		
8.	<p><b>Strategic Direction</b> <b>Staff wellbeing</b></p> <ul style="list-style-type: none"> <li>JN held a meeting yesterday with Simon O'Dell, the school's NEU rep, and listened to the concerns of teachers, particularly around an increasing workload. They discussed the 1265 directed hours of teaching requirement and discussed the regulations of what should be included in this time. They discussed staff absence rates and a number of work/life balance concerns.</li> <li>JN suggested he would like to see a staff welfare dashboard introduced to inform Governors of the current situation, so they can question SRv about the data, because the NEU would like staff welfare to be an item on the standard meeting agenda and he is keen for us to maintain our reputation as a school that looks after our staff. SRv advised he is happy to include a staff welfare update in his Head Teacher's report at each FGB going forwards.</li> <li><b>Governors wondered</b> how we ensure the NEU are aware of the job plan process that already exists in the school, and other <b>Governors suggested</b> these should be revisited with all staff in individual conversations each year.</li> <li>SRv explained he has been in discussions with the regional NEU rep about a Workload Charter. This has been devised in draft form and includes 8 objectives which SRv think make sense. SRv has provisionally responded to each one with a series of measures the school can adopt, all but one of which have either been done already or are achievable in the short term. <b>Chair agreed</b> this would be a good thing, but he is concerned about promising to remove some workload if we are not sure we are able to commit to it. <b>Governors added</b> this would mean we would achieve a kite mark and thus add to the suite of tools to help recruitment. <b>Governors agreed</b> for SRv to pursue the Workload Charter. <b>Governors asked</b> how the Workload Charter would relate to the workload created by Prep and Twilight and SRv said he will bring a discussion about Prep &amp; Twilight to the July FGB.</li> <li><b>Governors discussed</b> the out of hours 'email curfew' (7pm-7am) and whether this could be reiterated. SRv said parents have embraced this and he has only heard good things about it, but he agrees it needs an annual reminder. <b>Chair confirmed</b> the curfew does not apply to the Governing Board.</li> </ul>	SRv	TBC
9.	<p><b>HT Report</b></p> <ul style="list-style-type: none"> <li>SRv talked Governors through his Headteacher's Report. He has successfully recruited to the vacancies in English, Science and Economics; and the Head of Year 7 position has been filled internally. The Head of PE position will be advertised internally soon.</li> <li>SRv talked Governors through his RAG rating of the School Development Plan but noted he cannot comment on 'outcomes' until after the summer results.</li> <li>The KS1 results are very pleasing with 80% of Reception Year achieving a GLD score, which shows they are receiving a great start to their education.</li> <li>SRv explained his new approach to strategic risks and asked Governors to approve this. <b>Governors asked</b> about themes coming from exit interviews for leavers, but SRv said there is nothing of serious concerns with a variety of reasons cited ranging from relocation, promotion, leaving the profession, and other personal reasons.</li> <li><b>Chair asked</b> if there are any issues or concerns about student mental health re the stress of exams. SRv explained there are huge issues around body image and particularly social media, but this is something all schools are grappling with.</li> </ul>		

	<ul style="list-style-type: none"> <li>• <b>Chair asked</b> about the assessment regime for KS3 and SRv said this is linked into the data and he has made changes around how this is managed.</li> <li>• <b>Chair said</b> KS1 and Reception data is very promising, but he would like the data to show how we have added value, and SRv said this will be in progress reports from data.</li> <li>• <b>Chair talked</b> about climate change and that it is pleasing we have achieved bronze status. The Eco-Schools Link Governor said the teacher in charge of this agenda is very proactive and <b>Chair commented</b> on this being a useful intervention for SEN students. <b>Chair talked</b> about walking buses and reducing car use which are projects that are ongoing. SRv said there has been a noticeable increase in the use of bikes and there is a lot more walking to school. <b>Chair talked</b> about making our policies and contracts eco-friendly, if it is cost efficient. <b>Governors asked</b> if the school recycles and SRv confirmed we do but there are issues surrounding the contamination of recycling by students throwing the wrong rubbish into the bins which costs the school a lot when the load is rejected, and he is looking into how to improve this. <b>Governors stated</b> the eco-friendly agenda needs to be embedded within the school's culture and we need student champions to build awareness. <b>Governors said</b> some staff are taking recycling home; SRv will investigate why this is happening. <b>Governors asked</b> about plastic drinks bottles being sold and whether we can address this; but SRv said the ones sold in school are reusable.</li> <li>• <b>Chair asked for comments</b> on the strategic risk report as it is something Governors need to have a view about. <b>Governors said</b> it does seem to capture most things we should worry about. <b>Governors said</b> they would like to see what mitigation is being put into place to prevent a drop in Year 7 applications. SRv said we need to make sure we are clear about marketing the school. <b>Governors said</b> a few parents will always take the opportunity of looking around other schools between Years 6 and 7. <b>Governors asked</b> for identification of who in the SLT owns each risk. <b>Governors mentioned</b> negative social media, and this could lead to a reputational impact. <b>Governors asked</b> about recruitment and whether this is a risk area, SRv said it might be due to changes of subjects. <b>Chair asked</b> for another risk to be added around exam results – SRv will add this in. <b>Governors asked</b> about the normalisation of demographics – SRv explained this might ultimately mean our results show that we are adding more value to our students as the cohorts evolve.</li> <li>• <b>Chair talked</b> about the number of SEN students compared to other schools. <b>Governors asked</b> for an additional column about students being monitored on the SEN report.</li> </ul>	SRv	TBC
10.	<b>PINK PAPER 2</b>		
11.	<b>Monitoring</b> <ul style="list-style-type: none"> <li>• <b>Chair reminded</b> Governors they have seen AA's monitoring visit and further reports will be coming to the next meeting. <b>Chair advised</b> that various Governors have conducted monitoring visits, with all the others scheduled in before the end of the year which he is very pleased about. The SDP will form the basis for monitoring next year.</li> </ul>		
12.	<b>Data</b> <ul style="list-style-type: none"> <li>• SRv talked Governors through new draft data pack format and admitted the new presentation does need some more work, but he is hopeful Governors approve of this method of presentation. <b>Chair asked Governors</b> for comments on the new format as he likes it but would like some more commentary in secondary and less so in primary.</li> <li>• <b>Governors said</b> it's easier to monitor like this and it only took about 2 hours to go through the entire school's data. <b>Governors added</b> there is nothing for them to see visually relating to 'value added' progress. <b>Governors also asked</b> if long-term progress over years could be</li> </ul>		

	<p>included. SRv said the Attainment 8 is what the students are attaining now, so it can be worked out by comparing KS2 and KS3 but it's a bit hidden in the figures.</p> <ul style="list-style-type: none"> <li>• SRv talked about issues in some of the subjects for Year 11 in particular some of the open bucket subjects. SRv said English grade boundaries are going to creep up this year, so he is working with some unknowns, but it is the best forecast that can be created now and that Governors and SLT will be able to ask questions about major outliers and what we are doing about them going forwards. <b>Governors talked</b> about subject interventions that have already taken place.</li> <li>• <b>Governors talked</b> about subjects where students sometimes lose interest after they have decided to drop them in their options.</li> <li>• <b>Governors concluded</b> they do need more narrative than we currently have. <b>Chair said</b> the OFSTED focus was on 'groups' and 'gaps' so we need more info on this in our data pack. SRv advised Governors he will present this info 3 times a year and will include gaps as the focus. <b>Chair thanked</b> SRv for the work done to present the info in this format.</li> <li>• <b>Governors asked</b> about whether showing English combined is an issue as students must pass English Language, but not Literature. SRv said the reason for this is because currently it's either Language or Literature that count for the Ebac.</li> <li>• <b>Governors asked</b> about how we are judged – is it qualifications or is it via Progress 8 and SRv said they're all important in different ways.</li> <li>• <b>Governors asked</b> about the way the data is displayed and asked how the Maths profile of improvement varies from other subjects and he explained how students improve exponentially towards the end for Maths every year.</li> <li>• <b>Governors asked</b> if it is correct that Years 1-4 data is so good and asked how it can be this good and SRv advised he has sent this back for it to be double checked and to check the assessment regime is appropriate.</li> </ul>	SRv	TBC
13.	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• MW, new Safeguarding Link Governor, advised he has had a few visits into school and an external audit on safeguarding has been completed, especially focusing on recruitment. Further visits are planned.</li> </ul>	MW	TBC
14.	<p><b>Policies</b></p> <p><b>Health &amp; Safety policy</b></p> <ul style="list-style-type: none"> <li>• <b>Governors discussed</b> issues around FOGH volunteers regarding DBS and other checks. <b>Governors asked</b> about gender neutral toilets to ensure everyone's needs are met. <b>Governors suggested</b> the policy needs to lose 'he' and 'she' pronouns.</li> </ul> <p><b>SEND policy</b></p> <ul style="list-style-type: none"> <li>• <b>Chair said</b> this is a very rough copy with lots of errors. Substantively there is nothing wrong with the policy. Chair asked for policy to be rewritten and checked for typos.</li> </ul> <p><b>Safer Recruitment policy</b></p> <ul style="list-style-type: none"> <li>• <b>Chair advised</b> one typo, but otherwise happy with the policy</li> </ul> <p><b>Supporting Students policy</b></p> <ul style="list-style-type: none"> <li>• <b>Governors discussed</b> the issue of medicines that have gone out of date. <b>Governors considered</b> obtaining parental consent for this, but <b>other Governors said</b> we should check with our insurers and we need to research it before we agree on this; this is particularly in relation to asthma inhalers and epi-pens. SRv asked Governors if we should be auditing all medicines we store. <b>Governors suggested</b> all medication should go home each half term, and when it comes back for the new term that's when we should check it's in date. <b>Governors suggested</b> we could then keep a list of all medication expiry dates; SRv to investigate this issue.</li> </ul>	SRv	TBC

	<p><b>Careers policy</b></p> <ul style="list-style-type: none"> <li>• <b>Governors advised</b> there are a couple of typos but otherwise its ok.</li> </ul> <p><b>PSHE policy</b></p> <ul style="list-style-type: none"> <li>• <b>Governors advised</b> there is an error about an Act being out of date and some other typos but other than that it is all ok.</li> </ul> <p><b>Sixth form uniform policy</b></p> <ul style="list-style-type: none"> <li>• <b>Governors asked</b> if we need this policy when it is not being enforced, and that either we scrap the policy, or we make it fit for purpose. SRv said we need some sort of policy and he agrees we do need to enforce it better. <b>Governors asked</b> if students have been consulted about the policy; SRv said students want to look smart. <b>Governors agreed</b> this is a reasonability judgment call for the sixth form.</li> <li>• <b>Governors ratified all of the above policies, with amendments as detailed above.</b></li> </ul>		
15.	<p><b>Any other urgent business</b></p> <ul style="list-style-type: none"> <li>• None forthcoming.</li> </ul>		
16.	<p><b>Confirmation of future FGB meeting dates (all at 5.15pm):</b></p> <p><b>18/19 School Year:</b></p> <ul style="list-style-type: none"> <li>• Thursday 11 July 2019</li> </ul> <p><b>19/20 School Year:</b></p> <ul style="list-style-type: none"> <li>• Wednesday 11 September 2019</li> <li>• Wednesday 16 October 2019</li> <li>• Thursday 12 December 2019</li> <li>• Wednesday 29 January 2020</li> <li>• Wednesday 11 March 2020</li> <li>• Wednesday 29 April 2020</li> <li>• Thursday 18 June 2020</li> <li>• Thursday 9 July 2020</li> </ul>		
17.	<p><b>Meeting Close</b></p> <ul style="list-style-type: none"> <li>• Chair closed the meeting at 8.45pm</li> </ul>		