



Full Governing Board – 11 September – Minutes

Meeting Date: Wednesday 11 September 2019
Meeting Venue: TG9, Temple Grove, Gildredge House
Meeting Time: 5:15pm

Governors: Julian Mace, *(JM)*, Chair
Alison Allart, *(AA)*
Paul Amos, *(PA)*
Sara McKenna, *(SM)*
Gabrielle Mace, *(GM)*
Joel Newman, *(JN)*
Trevor Scott, *(TS)*
Martyn Ashley Taylor, *(MT)*
Fiona Walker, *(FW)*
Matt West, *(MW)*

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

Also in attendance: Jemma Graffham, *(DSF)*, Director of Sixth Form
Danny Simmonds, *(AHT-B&A)*, Assistant Head Teacher
James Towner, *(AHT-A&C)*, Assistant Head Teacher

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

Apologies: Louise Baxter, *(LB)*, Vice Chair
Selene Edwards *(SE)*, (Late)

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Item	Discussion	Action	Date
1.	<p><u>Welcome and Apologies for absence</u></p> <ul style="list-style-type: none"> Chair welcomed Governors and SLT back to the start of a new school year and accepted apologies from LB. DFA has also notified Chair of her absence from the meeting. 		
2.	<p><u>Declarations of Interests</u></p> <ul style="list-style-type: none"> Governors made declarations in respect of their children who attend the school. 		
3.	<p><u>Minutes of previous Governing Board Meeting</u></p> <ul style="list-style-type: none"> Governors approved the minutes from the 20 June FGB and the Chair signed a copy as an accurate record of the meeting. Governors approved the pink paper from the 20 June FGB and the Chair signed a copy as an accurate record of the meeting. Governors approved the minutes from the 11 July FGB and the Chair signed a copy as an accurate record of the meeting. Governors approved the pink paper from the 11 July FGB and the Chair signed a copy as an accurate record of the meeting. 		
4.	<p><u>Action Summary Report</u></p> <ul style="list-style-type: none"> Chair went through the actions on the ASR with Governors and SRv, which resulted in several actions being ticked off as completed. 		
5.	<p><u>Items not already on the agenda</u></p> <ul style="list-style-type: none"> Chair talked about the need for more Governors. A prospective Governor is being interviewed on Monday by a panel of Governors. Those Governors agreed to conduct a Behaviour Monitoring visit whilst in the school. See Governor's Recruitment, Induction, Training and Suspension Policy (RITS). 		
6.	<p><u>Chair's Correspondence</u></p> <ul style="list-style-type: none"> Chair advised Governors that GH has been in the news following a student having her GCSE paper disqualified for alleged racism. SRv explained this has been appealed and the disqualification has been overturned. SRv and Chair have received a lot of supportive messages about the matter. Chair and SRv explained that the report in the Eastbourne Herald regarding GCSE results was inaccurate and referred to another school 		
7.	<p><u>Governance Matters</u></p> <p><u>PERSONNEL</u></p> <ul style="list-style-type: none"> Clerk invited nominations for the position of Chair – Governors cast votes and JM was duly re-elected as Chair. Clerk invited nominations for the position of Vice Chair and noted that LB had put herself forward prior to the meeting. Governors cast votes and LB duly re-elected as Vice Chair. 		

	<ul style="list-style-type: none"> Chair asked PA if he was content for his tenure as Governor to extended for another 4-year term – duly extended. LB and GM re-elected as Lead Governor and Deputy Lead Governor respectively for the Education Committee TS and PA re-elected as Lead Governor and Deputy Lead Governor respectively for the Enterprise Committee. GM re-elected as Chair of the Admissions Committee MW confirmed as Safeguarding Lead Governor. AA confirmed as SEN Lead Governor Chair confirmed that fresh DBS checks will be undertaken on JM, GM, LB and TS due to the length of time that has elapsed since they were last undertaken. <p>PROCEDURAL</p> <ul style="list-style-type: none"> Code of Practice – Governors were asked to reconfirm their commitment to this code by re-signing the document. Register of Business Interests – Governors were asked to reconfirm their business interests by completing the document. Terms of Reference - Governors approved, but asked Chair to rewrite the document to remove the reference to a two-committee model – Chair agreed to do so. Declaration of Eligibility – Governors were asked to re-sign the document. Policy for Ratification and Publishing of Minutes – Governors approved. 	Chair	Sep 2020
8.	<p>Data Chair congratulated the SLT for a great set of results.</p> <p>A-Level Results</p> <ul style="list-style-type: none"> SRv said our results place us in the top 60 sixth forms in the country, and the type of A-Level courses we offer are facilitating A-levels most valued by universities. Governors asked how we make prospective students aware of these results. SRv said DSF is already working on this by communicating to all local schools and careers fairs to spread the word, but our marketing still needs to be as effective as last year. Chair expressed disappointment that nothing was mentioned on the school’s website for several days after the A-Level results, and SRv will make sure this delay does not happen next year. Governors commented that in some places on the website it still talks about 2018 results; SRv said the SLT is aware of this and working to get that rectified. Chair asked about how we improve the ‘added value’ element of the results, SRv said he would like to see the higher ability students making even more progress. Governors questioned Year 12 numbers. SRv said we had to turn away 17 students for not meeting the required grades. DSF added we have also lost 3 or 4 of our top achieving students to Eastbourne College. Governors asked if the 17 students turned away were internals – DSF advised some were but for those we have we have supported them to find vocational courses elsewhere. Governors pointed out we had 40 new Year 12s last year and this year we have 60+ and asked if SRv hoped for the same increase again next year. SRv advised we need to continue to develop and increase our offer, but slowly and organically. Governors asked about the ratio for internals and externals in the new Year 12. DSF said the ratio is 31 internals to 31 externals. Governors noted 31 is about the same as last year which was disappointing. 	SLT	ASAP

	<ul style="list-style-type: none"> SRv said forecasting numbers remains stubbornly difficult but at least now we are using intelligence to predict it. We need several years of history before we can accurately predict this. SRv confirmed we did not drop any A-Level subjects this year, as promised. <p>GCSE Results</p> <ul style="list-style-type: none"> AHT-A&C said the GCSE results are positive, particularly on the subjects we've been focussing on. Core subjects continue to be strong – English, Maths and Science. SLT advised Governors not to be swayed by the RE results as this is a short course subject, which is statutory, and it is very different from other subjects. AHT-A&C advised other subjects' results are also noteworthy, for example History and English, where a significant number of students achieved a 9. Governors expressed disappointment for some of the language results, and SRv said he is investigating this. He advised Governors that the new HOD's for Languages, Computing, Food Tech and PE all have exciting plans in place and he is confident these are the right people for the roles. Chair talked about where we sit in comparison to other Eastbourne schools. SRv said we sit quite high in comparison, but not where we would like to be, albeit an improvement on last year. His main area of focus is on the results between grades 9-5. Governors asked what the plans are to improve in the classrooms. SRv said he is undertaking exam analysis meetings to help inform this, these will look at what has gone well, what could be improved and what have we learnt. SRv explained the HODs now have another year under their belt with the new GCSE process so they understand the exam boards better. He said the interventions that were put in place have made a difference, and he wants to increase expectations and introduce more rigour. SRv advised that this year he is targeting FFT20, as opposed to FFT50 last year. Governors asked about other schools who scored better and asked if they use sets in Years 10 and 11 and if they are prepared to share their data. AHT-A&C talked about the processes and ethos used in some other schools that he is aware of. Governors talked about some schools which undertake GCSEs over 3 years from 9-11 with Year 11 being pure revision. SRv does not like this model and is also concerned about mental health issues which are prevalent in some schools which apply too much pressure. Governors asked how our results compared to our mocks. AHT-A&C said overall students did a lot better than their mocks suggested, however our predictions were improving. Governors asked about the new assessment scores in relation to the accuracy of predictions. SRv said the difficulty is that it is a 'norm' referencing system which means we will never know grade boundaries until after the exams as they change each year to ensure a consistent number of students achieve each grade. Chair asked about Progress 8. AHT-A&C confirmed provisionally this stands at +0.12 but next year we will need to improve on this to achieve FFT20. Governors asked about the challenge to achieve FFT20 and SRv advised there are several things which make him confident we will move on next year. <p>Primary Results</p> <ul style="list-style-type: none"> Chair expressed that the primary results are very satisfactory. The school are really pleased with the results. SRv commented that Primary students are getting the very best preparation they could possibly get, and he is very confident for our first KS2 result this year. Governors asked about staff morale. SRv said the summer break was very welcome and he doesn't see any negativity since coming back in September. DSF said the whole school staff meetings work well and need to be continued. 	SRv	ASAP
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9.	<p>HT Report SRv talked Governors through his report.</p> <p>Staffing</p> <ul style="list-style-type: none"> There are lots of new staff, but 4 fewer teachers than started last year which means he does not need to undertake a restructure to reduce headcount. There are also fewer teachers teaching outside their specialism areas. Governors asked if new teachers are on a temp contract, SRv advised not because that does not attract the best quality. <p>Sixth Form Admissions</p> <ul style="list-style-type: none"> 62 students enrolled in Sixth form, which is below what we hoped but still an improvement on last year. This will create a Pupil Number Adjustment that needs to be factored in. The average class sizes are up and if we get to 80 students our structure will work well. <p>Year 7 Admissions</p> <ul style="list-style-type: none"> The numbers are strong again, but we mustn't be complacent. We need to push and celebrate our strengths across Eastbourne. <p>Pupil Premium (PP)</p> <ul style="list-style-type: none"> SRv advised he is overseeing PP now and is suggesting we take a different approach with this and the SLT have agreed. His proposals would see less PP money spent on subsidising trips and more being spent on tackling under-achievement in the classroom. Governors asked if this could appear that we are spending the money as a way of paying for more staff, SRv said it is about both employing more staff and investing in training for the staff we have. SRv explained sometimes the best support you can offer is targeted 1-2-1 support. SRv said the Education Endowment Fund has done some work on effectiveness of PP spending. Governors asked again for the SLT to report on achievement for PP students, AHT-A&C will report on this. He advised the gap is still prominent for their attainment versus other students. Governors asked if teachers know who their PP students are, and DSF said the register tells them who is. SRv talked about some schemes that have proved not to work elsewhere, such as marking PP student's work first, which has little effect. SRv said if a school has 100% of excellent teachers the PP students tend to perform better. Governors asked how they will measure this progress. SRv reminded Governors the only thing that links PP students is their PP status, but they are not connected in any other way. Governors asked if spending PP money on teaching will affect our target benchmark percentage spent on teachers and if we would be able to continue to justify this. SRv said the reduction in headcount has helped in this regard, so we are currently sitting at around the 80% mark. SRv said he is mindful that many PP students don't want to be singled out. <p>Prep & Twilight (P&T)</p> <ul style="list-style-type: none"> SRv asked for P&T to be debated by Governors. He explained this is a priority because the new intake of current Year 6s need to know what promises are being made. Governors asked whether he is proposing to give time back to teachers who could then run intervention groups. SRv said he would like to propose a wide range of changes to after school clubs on an opt-in basis, alongside working with those students who are underachieving and strongly encourage those students to take part. Governors confirmed he is proposing this for Years 7-11. Governors asked if PP students and SEN students take up opportunities at present and wondered if everything was opt-in whether they would take part. SRv said we need to 	AHT-A&C	Oct 19
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	<p>be smart about how we get them in, but some parents say they don't want their children completing academic tasks in the afternoon.</p> <ul style="list-style-type: none"> • SRv explained he understands that P&T is a USP of the school, but it is using up a lot of resources, it's adding to staff workload. SRv explained that staff would rather spend their efforts on getting interventions into place. • Chair said Governors had been assured that Prep would enhance our GCSE outcomes but there is no evidence that this is the case. Chair asked if any of this proposed provision would come from external sources. SRv said he would need to do some more work on finalising his proposal but is thinking of offering 50 events a week on a Tue, Wed, Thu which would represent between half and three-quarters of what we offer currently. SRv added that some parents have asked for their children to be excused from P&T. • Governors asked about lunchtime clubs and whether that would have an impact on teacher's hours. SRv said teachers would be willing to do that if they could finish at 3pm. • Governors discussed if some parents see P&T as extended childcare. • SRv said we would continue to have a significant offer, but because students would need to opt-in, this would inevitably result in fewer students taking it up. Governors said we need to keep an eye on the students who most need it and make sure they are engaging. • Governors said we've talked about external providers many times before and the difficulties in reliability. SRv conceded there have been historic issues about outsourcing, but that with his proposals teachers would make a commitment to one session per week and he thinks it would help boost morale and comply with the 1265 hours rule. • Governors confirmed there are many activities offered in the Primary phase until 4pm, some of which is payable, but subsidised. • SRv would like to make the change from February half term. Governors said it's about looking at how we could continue our offer. • SRv said he would propose to cap groups so there will be a maximum number in each. Governors confirmed that's what already happens with Primary phase activities. • Governors said we voted on going down to 3 days P&T based on the Prep being more targeted and asked if this has happened. SRv said it has been more focused, but he doesn't think it's having the desired effect on results. Governors asked for some evidence and/or reports about how we have tried to improve. Governors were concerned about future changes to P and T. • SRv said he wants to establish a raft of worthwhile offers. Out of the 50 activities he is proposing around 25 of them would be for under-achievers or catch up sessions and the other 25 would be sporting type activities. • Governors talked about the surveys completed by students and parents who both thought different things about P&T. • Chair concluded that SRv needs to come back to Governors with more detailed proposals in October. Governors gave SRv permission to advise students at the upcoming Year 6 open evening that the P&T offer would be 'substantial, but not compulsory'. 	SRv	Oct 19
11.	<p>Strategic Direction</p> <ul style="list-style-type: none"> • AHT-A&C advised Governors he will report at the next meeting what the detailed targets would look like in order to achieved FFT20. • Chair confirmed he has engaged with Philip, the external advisor, for the HT's appraisal. 	AHT-A&C Chair	Oct 19 TBC

	<ul style="list-style-type: none"> Governors asked why we are constantly overestimating the numbers of sixth form students and thus keep getting PNAs, and if we know the rough conversion rate shouldn't we be able to more accurately predict demand? SRv explained to Governors why underestimating is far worse than overestimating due to having to wait for a year for the funding. SRv explained that this year 180 applied and that turned into 62 students. 		
12.	<p>Finance</p> <ul style="list-style-type: none"> In DFA's absence, SRv gave Governors an update on finances. SRv explained that government funding is uncertain following recent announcements. The school is hopeful all the promised money will materialise. It has been agreed that the increase in pensions will be funded for next year. Teachers are to receive a 2.75% pay rise and the Government have agreed to fund the first 0.75% of this. 		
13.	<p>Monitoring</p> <ul style="list-style-type: none"> Chair put forward a proposed monitoring schedule for Governors. He wants to try to involve as many Governors as possible. 		
	<p>Safeguarding</p> <ul style="list-style-type: none"> There are 2 new people in post in relation to safeguarding and meetings are planned. MW did meet with the outgoing DSL to ask him for areas of concern we should be looking at and a report has been produced which includes recommendations. Chair asked if we have worked out a reporting process for Governors, MW confirmed yes. DSF is now the new DSL and Chair asked if she had any update for Governors. DSF said it had been a steep learning curve, but she has had great support from everyone. The Deputy DSL is helping her, who will become responsible for Level 3 and 4 cases in due course. The new Early Years Lead also has safeguarding experience so there are going to be more staff with safeguarding knowledge and experience than there have been in the past. DSF advised that all Governors need to read and sign the new KCSIE policy, reissued for September 2019. 	All Gvnrs	Oct FGB
14.	<p>Policies</p> <p>Performance Management Policy</p> <ul style="list-style-type: none"> Comments were made about the former Union's name needing changing, but subject to this change - Governors approved the policy. <p>Attendance policy</p> <ul style="list-style-type: none"> Governors commented on some typo issues and asked for the policy to be made gender neutral. Governors questioned why the policy made students responsible for lateness as this seemed unfair in the Primary phase. Governors asked about absence reporting procedures and while they understood the efficiency of using Edulink for this it does stop the necessity for parents to phone, which often helps to prevent unnecessary absence; however SRv said that with the new Attendance Officer in place this will be far more closely monitored in future. 		
15.	<p>Any other urgent business</p> <ul style="list-style-type: none"> None forthcoming. 		

16.	<p>Confirmation of future FGB meeting dates (all at 5.15pm):</p> <ul style="list-style-type: none"> • Wednesday 16 October 2019 • Thursday 12 December 2019 • Wednesday 29 January 2020 • Wednesday 11 March 2020 • Wednesday 29 April 2020 • Thursday 18 June 2020 • Thursday 9 July 2020 		
17.	<p>Meeting Close</p> <ul style="list-style-type: none"> • Chair closed the meeting at 8pm. 		