



Full Governing Board – 16 October – Minutes

Meeting Date: Wednesday 16 October 2019
Meeting Venue: TG9, Temple Grove, Gildredge House
Meeting Time: 5:15pm

Governors: Julian Mace, (*JM*), Chair
Louise Baxter, (*LB*), Vice Chair
Alison Allart, (*AA*)
Marilyn Benzing, (*MB*)
Selene Edwards, (*SE*)
Sara McKenna, (*SM*)
Gabrielle Mace, (*GM*)

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

Also in attendance: Catherine Geldard, (*DLS*), Director of Lower School
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: Paul Amos, (*PA*)
Joel Newman, (*JN*)
Trevor Scott, (*TS*)
Fiona Walker, (*FW*)

Absent: Martyn Ashley Taylor, (*MT*)
Matt West, (*MW*)

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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 to meeting and accepted apologies from PA, JN, TS, and FW. Chair noted apologies not received from MW, MT. Chair confirmed the Governing Board remains quorate. Chair welcomed new Governor, MB, to the meeting who gave fellow Governors a brief background of her experience. 		
2.	<p><u>Declarations of Interests</u></p> <ul style="list-style-type: none"> Governors gave 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 agreed the minutes of the 11 September FGB as a true and accurate record and Chair signed a copy of the minutes. 		
4.	<p><u>Action Summary Report</u></p> <ul style="list-style-type: none"> Chair, Governors and SRv went through the action points on the ASR which resulted in a number of the points being marked as complete. <p>AA joined the meeting at 5.35pm</p>		
5.	<p><u>Items not already on the agenda</u></p> <ul style="list-style-type: none"> Pabulum to attend the December meeting to discuss their catering offer with Governors. 		
6.	<p><u>Chair's Correspondence</u></p> <ul style="list-style-type: none"> Chair said he had been copied into a complaint to SRv, but this has now been resolved. SRv reassured Governors that he is managing the recent incident in the car park between two parents and has spoken with both parties involved. 		
7.	<p><u>Governance Matters</u></p> <ul style="list-style-type: none"> <i>New Governor Recruitment.</i> Chair explained that he is still seeking another Governor to join the Board, preferably with finance, accountancy and/or business skills. <i>Code of Practice.</i> Code of Practice has been redrafted to remove a poorly written sentence. Governors suggested they should be made aware of money being vired from one part of the school to another. Governors ratified the new Code of Practice. <i>Terms of Reference.</i> Chair explained the Terms of Reference have been updated removing the references to the two-committee structure and instead assigning the relevant responsibilities to the Lead Governors for Enterprise and Finance respectively. Governors ratified the new Terms of Reference. Chair asked the Clerk to ensure the new Terms of Reference document is uploaded onto the school's website. <i>Governor's Action Plan.</i> Chair explained the Governor's Action Plan originated from a piece of work completed with our external advisor, and she has RAG rated it. Chair advised Governors that previous work on this has now removed all the red sections, but conceded some amber items were still to be completed. Item for the December FGB. 	<p>Chair</p> <p>Chair</p> <p>Clerk</p> <p>Clerk</p>	<p>TBC</p> <p>TBC</p> <p>ASAP</p> <p>Dec FGB</p>

	<ul style="list-style-type: none"> • Admissions Committee Update. Chair of Admissions Committee advised Governors about the recent Year 6 Open Evening, which was very successful and well attended. Governors were informed of the current position with regards to the number of 1st, 2nd and 3rd preferences already made. SRv informed Governors that all those booked to come along to open mornings are aware of the lower number of spaces this year. • HT Appraisal update – Chair explained that he, FW, SRv and the external advisor, met last week to progress this. • Parent Voice – LB & AA advised they are working on dates for a letter to go out to parents regarding this. 		
8.	<p>Data</p> <ul style="list-style-type: none"> • Primary Data from ESCC. Chair introduced the annual ESCC data sheet and commented it is clearly presented and easy to understand. DLS said she would prefer more personalised data. SRv cautioned that data like this can only give an overall picture and needs to be interrogated to get the full picture. Governors said this data has brought up questions for future monitoring visits. Chair counselled that the data can be skewed by some very small numbers of students, because it is percentage based, but thinks the Board should review this data each September/October. Governors suggested the diagrams are a good way of displaying the results. Chair explained that almost all GH results are above the Local and National averages, which is significant and promising. The external advisor is doing a report following on from his visit that will give us some pointers of how to improve. • Review of Targets Needed to Achieve FFT20. Chair reminded Governors we targeted FFT50 last year; whereas FFT20 means we would be in the top 20% of schools. AHT-A&C explained the school has been on a journey with our Progress 8 score from 2018 (-0.26) to 2019 (+0.12). We have very encouraging results in English, Maths and Science, which are already close to achieving those targets. The staff are fully engaged with these targets. There is still work to do in some other subjects but that work has already started. <p>SM joined meeting at 6.15pm</p> <p>Governors asked for the progress 8 scores in each subject, and AHT-A&C explained they are English (+.07), Maths (0.00), Science (+0.1), Ebacc (+0.08) Open bucket (-0.19). AHT-A&C explained that following the mocks after half term they will have more up to date data. SRv confirmed the data pack will be coming out to Governors three times a year. SRv said they are going to be constantly striving to become an FFT20.</p> <p>PP/SEN progress data. Governors asked why boys have lower progress than girls. AHT-A&C explained the strategies in place to improve, with early interventions already in place for Year 11. There is an open evening tomorrow to talk about those interventions. AHT-B&A explained we currently have one very boy-heavy year coming through the Secondary phase. Chair asked about why 10 students are missing from the data and SRv explained these are students where no KS2 data is available.</p> <ul style="list-style-type: none"> • Vocational Courses. Governors asked about what vocational courses are offered for students who are not academic focused. AHT-B&A explained that he and the SEN Lead work together in this respect. Governors asked about engaging with work placements for apprentices. SRv said he would love to be able to offer bricklaying, painting and decorating type courses but we don't have the funding. Governors asked how they could support business links and getting the community to assist in this regard. Governors talked about what help the school can offer to those students who struggle academically. • Gateway & Oasis. Governors asked if there is a perception among students that Gateway is liked whereas Oasis is not. AHT-B&A said there is a stigma with some students surrounding Oasis and Gateway, but conversely some students find them safe places. SRv 		

	<p>explained how each student is dealt with individually and that staff work together to find the right solution for each student, albeit that they could work closer together and this is a work in progress. Governors asked how the school defines behavioural issues versus SEN issues, but other Governors said sometimes these can't be separated. Governors commented that Gateway seems to be making a real difference but asked how they can monitor the effectiveness of these interventions. Governors asked about Mental Health & Emotional Wellbeing (MHEW) and AHT-B&A said all Heads of Year have undergone mental health training, alongside Gateway staff, the Welfare Officer and the Mental Health Lead. Governors asked if those students who have had support can be tracked to see if they have made progress. AHT-B&A added there are some Child Protection issues to be aware of.</p>		
9.	<p>Headteacher's Report SRv talked Governors through his report.</p> <ul style="list-style-type: none"> • SEN Monitoring. SRv explained that we must keep scrutiny up and come up with new areas for a deep dive for a monitoring visit for both the primary and secondary phases. • Open Events. Reception and 6th Form coming up over the next few weeks. • Workload Charter. SRv is going to promote the NEU's proposal regarding workload. The requirement for teachers to cover lessons is now a quarter of what it was previously. • Buildings Maintenance. Governors asked about the fabric of the building, and whether there are any projects in the pipeline. DLS said some areas have already been painted. SRv has received feedback from parents about some deterioration of the décor due to having been open for several years. SRv advised of the cost of the works. DLS added we must continue to educate the students about taking care of the buildings and facilities. • Keeping Children Safe in Education. SRv reminded all Governors to sign to confirm they have read and understood this policy. Governors questioned what had changed since before and DSF explained. • Chair asked for questions on the HT Report, but none were forthcoming. 	AA SRV	TBC TBC
11.	<p>Strategic Direction SRv introduced his proposals paper for amendments to Prep & Twilight.</p> <ul style="list-style-type: none"> • SRv explained the activities would be optional, but now cater for Year 7-11. Governors commented this wasn't clear on his draft paper, and SRv agreed to make this more prominent. Chair asked why we are proposing to finish at 4.30pm, instead of 5pm, it was pointed out that two hours after being at school all day could be too much for students. • SRv spoke of changes during the new intake Open Evenings. SRv explained there had been no negative feedback. Governors were concerned about an erosion of a key USP. • Governors asked if making this change half way through an academic year was wise. SRv reminded Governors this is a proposal and we need to consult before we change things. • SRv said there would be conflicting views from parents and students. • SRv said the proposal sees 42 members of staff doing one event a week, so 14 events each night Tue-Thu. Governors asked how many students could attend each event. SRv explained 20–45 students. Governors asked if students cannot get into their preferred activity are they guaranteed to get into something else, and SRv advised not necessarily. • Governors asked about the proposal of charging parents for independent study. • SRv advised there are some lunchtime events, AHT-A&C explained about Maths club and the Music Room being open every day at lunch, plus a Computer Studies club for coding takes place, but these are all run voluntarily by teachers at the moment. • Governors asked about the cost of external providers being more expensive; some charge upwards of £5/6 a lesson for each student. 		

	<ul style="list-style-type: none"> • Governors calculated that with 720 secondary phase students and an average activity class taking 20 students this would only equate to 40% of those students engaging. AHT-A&C said there is already independent study offered to Year 9 and we only get 20 students from the 144 in Year 9. Governors asked if the school are comfortable that only 40% of students can be catered for. SRv said he can't answer that before the consultation, but he has established his proposal is the best solution. • SRv said he would like to consult, but this is a Governor decision to approve. The knock-on effect will be that more students will be positively choosing to partake so we will have immediate buy-in, and we will be proactively talking to those students who we think should be benefitting from attending certain parts of the offer. • SRv added that these proposals also comply with the 1265-hour staff workload requirement. Chair asked how far we exceed this currently, and SRv said most are doing around 1278 hours. Chair confirmed with SRv that the main driver for this is to reduce staff workload. • Governors asked about how those students who would benefit more from interventions would be identified before spaces ran out and asked if the school would look to approach those families and signpost them to a particular group. SRv said it's feasible we have a group where we make these choices for them and for the rest it will be optional. • Governors asked if we are going to be able to effectively measure the impact of independent study, as we haven't been able to do so with P&T. SRv said there will be evidence, but it will not be hard and fast data as their progress may not be related to these activities. Some of it would have to be anecdotal in respect of how they feel after being in the extra study groups after a few weeks. • Governors asked about exam support and whether we would be doing anything for Gifted and Talented students. SRv said he would try to ensure all those not making the desired progress were covered, including those who were Gifted & Talented but not performing as expected. • Chair said some of the disadvantaged students may be some of the ones reticent to engage and we may miss those who most need it. AHT-A&C explained that when school trips are booked the school look at the trip in relation to what impact is it going to have and also at the cost, and then strive to ensure that neither of these elements becomes a barrier. In a similar way with these proposals if there were a limited number of spaces some would be reserved for PP students. • Governors asked if he is proposing to charge for independent study. SRv said he wants this to come out of consultation but in his view this shouldn't be chargeable. Governors agreed. AHT-A&C said at the moment it is chargeable for Years 9, 10 and 11. Governors expressed concerns about some students who don't have access to a quiet study area with a desk at home. • Governors pondered if some students are sent by parents to independent study to strive for improved results, or because it acts as extended childcare. • Governors clarified that not all activities will be 'sport'-related. • Governors suggested the car park might be impacted at closing time due to less students staying in school at the end of the day. SRv said this may cause an issue. • Governors said independent study is not currently targeted and it needs to become more targeted so that it is meaningful. Governors asked if students bring their own work or if they choose what to study. AHT-A&C said the school has tried to be prescriptive but recognised this was limiting in itself as it didn't really represent 'independent' study. • DLS said Prep is currently compulsory in Years 5 and 6 for one hour after school so these families would need to be consulted too, but she is not happy to change this until the end of the school year. 		
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	<ul style="list-style-type: none"> SRv said external providers on a Monday is a possibility, but the problem is that the Primary phase have access to spaces and resources on a Monday and Friday currently which may cause a clash. Governors asked if we could offer overtime to teachers that could be recompensed by parents paying for the activities, however SRv explained this would probably be unlawful. Governors said we need to see the results of the consultation before making any decisions. Chair said the appeal of the school for some parents was the 5pm finish. Governors said one of the benefits of the proposals is that specialist teachers would be running the various offers related to their specialisms, and it also adds a provision for Years 10 and 11. SRv asked if his proposal paper was framed correctly. Governors suggested the messages that go out should explain the reasons behind the proposals and how they link to us moving towards the FFT20 targets. It should also include details about how teachers would have more time to offer intervention in their specialist subjects. Governors asked for the consultation to go out and agreed to review the results of the consultation via email before the next FGB meeting. <p>SE left the meeting at 7.35pm</p>	All Gvnrs	Dec FGB
12.	<p>Finance</p> <p>SRv talked Governors through his paper on a financially led curriculum.</p> <ul style="list-style-type: none"> SRv asked if Governors were happy with the content. He spoke about the ability for the school to vire money across the different phases and year groups where there is a good reason, but this does not mean huge amounts of money can be moved around. Chair commented the Board now has much greater confidence in the financial situation. Governors asked if all subjects cost the same to run and SRv said there is a difference because of consumables in subjects like Science but this is reflected in the departmental budgets. Governors asked if the cost of each subject limits the ability of the curriculum expanding, but SRv said it is a small amount of the cost because by far the largest cost is the staff. SRv said he uses a formulaic approach to ensure we don't spend too much money on any part of the school. Governors discussed the potential for additional online-only courses within the sixth form to enhance the existing 3 A-Level programme. 		
13.	<p>Monitoring</p> <p>Chair asked Governors for verbal updates on monitoring visits.</p> <ul style="list-style-type: none"> GM and LB have completed a behaviour visit – the report for which will come to the December FGB. Chair and SRv talked about a Core visit they are looking to complete later in the term. 	GM/LB	Dec FGB
	<p>Safeguarding</p> <p>In MW's absence, Chair explained that work on safeguarding continues.</p> <ul style="list-style-type: none"> A meeting took place last week and a further meeting will take place alongside a safeguarding audit monitoring visit. 		
14.	<p>Policies</p> <ul style="list-style-type: none"> Safeguarding Policy. Governors highlighted some small typos. Chair advised the policy requires him to have training in managing allegations and he will investigate this. Governors ratified the policy. Supporting Students with Medical Conditions Policy. Chair explained this had been brought back due to an on-going issue with expiry dates on medication. Chair said this is an operational issue for the school to resolve but we need to get advice from ESCC or other 	Chair SRv	TBC ASAP

	<p>schools. Chair advised that once the school finds a solution this policy should be brought back to Governors to ratify.</p> <ul style="list-style-type: none"> • <i>Behaviour and Exclusions Policies.</i> SRv explained these are not governor policies but for information only. 		
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"> • 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 7.55pm. 		