



## FULL GOVERNING BODY MEETING

### MINUTES

MINUTES OF THE MEETING HELD ON THURSDAY 12<sup>th</sup> MAY 2016 AT 18:00 IN THE CONFERENCE ROOM

PRESENT: Jason Knight (JK), Tony Smith (TS), Pauline Quinton (PQ), John Griffiths (JG), Sarah Hinks (SHI), Suzy Carpenter (SC), Penny Leach (PL), Suzanne Howells (SH), Radha Stuart (RS), Audrey Whyte (AW), Graham Arr-Jones (GAJ), Peter Colebourn (PC), Gaydree Wrigley (GW), Nigel Fisher (NF), and Michael Bull (MB)

ALSO PRESENT: Emma Brinkhurst (Clerk)

	AGENDA ITEM	MINUTES
1.	Apologies for absence	None
2.	Minutes of previous meeting	A copy of the minutes from Thursday 11 <sup>th</sup> February 2016 were circulated with the agenda. This is also available in the Governor's shared area.  <b>The minutes of 11<sup>th</sup> February 2016 were agreed as a correct record and signed JG.</b>
3.	Matters arising	None
4.	Declaration of pecuniary/business interest	JK – Head of Academic Learning Resources & further education Co-ordinator BIMM GW – School Business Manager Glenleigh Park Primary Academy MB – University of Sussex – University Professor NF – Teacher at Brighton & Hove & Sussex Sixth Form
6.	Trust update	GAJ reported to the Governors there will be a visit to St Clere's Trust Partnership in Essex on Wed 25 <sup>th</sup> May by coach. There are nine spaces left at present which Governors are welcome to come too. This will give the Trust/Governors a chance to see a Co-op Trust that is in more advanced stage than ours. JG, TS and GAJ will be attending. The coach will be leaving from the school at 8am. If any Governors would like to attend please can they email the Clerk who will pass on the names to JG/GAJ. <b>ACTION:</b> Governors to email Clerk if they would like to go to St Clere's.  <b>RS arrived 18:06</b> <b>NF arrived 18:09</b> <b>SHI arrived 18:17</b>
5.	Headteacher's Report	A copy of the Headteacher's report was circulated with the agenda. This is also available in the Governor's shared area.  The key points raised were:  TS asked Governors if we could draw their attention to page 3 – Ofsted inspection dashboard which replaces the Data Dashboard.  TS felt this document was informative for Governors especially the strengths and weaknesses:

Signed ..... (Chair)

Date .....



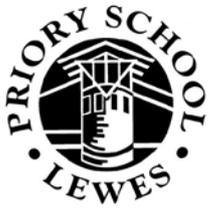
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		<ul style="list-style-type: none"> <li>• TS said he was disappointed with the four weaknesses which is high you can only have up to six. But TS said none of the weaknesses were a surprise or not known by the school.</li> <li>• The 1<sup>st</sup> bullet point – KS4 progress 8 was significantly below average in element(s): open – this relates to the bucket three options chosen by students including Drama, Dance and Business Studies. TS was asked why this area was a weakness. TS said there were a number of explanations. One is the culture of the ‘C’ grade The FFT (Fisher Family Trust) data identified Photography as high A*- C but more could have achieved A*- A. Another factor is when students drop a subject it is often the bucket three choice.</li> <li>• TS said the school are addressing all the weakness including being below average for KS4 Progress 8 for SEN without EHC (Educational Health Care)/statements.</li> <li>• With the attendance being low for students with free school meals, SEN with EHC/statement – TS said this was being addressed also but TS said this is a small group of students. The Ofsted Report did recognise the efforts the school put in place to address this. TS said that the school had provided Ofsted with individual case studies. Which evidenced the work the school does.</li> </ul> <p><b>Q If those students were taken out of the data would it make a difference?</b> Yes it would</p> <p>Nearly a third of students did not sit their SATs. Some were based on teacher assessments which come up higher. The current Year 11 have not been affected by a boycott.</p> <p><b><u>Page 3 – Year 11 Data projection – fine grading term 5</u></b></p> <p>This will be the hardest year yet to predict outcomes as until all the GCSEs are marked – we will not know what the progress/grades are as they are based on a national average.</p> <p>Progress 8 data is stronger than reported at the previous meeting which has increased to +0.25. TS said the interventions the school has already put in place seem to be having an effect. English/Maths % A*- C combined figures are disappointing 69% given the FFT projection is 71%. The Maths figures could be better but have improved since the last data capture.</p> <p>The school have been running Maths and English revision sessions after school and including over Easter break these have also been targeted at students and have been well attended. Some sessions have been focused</p>
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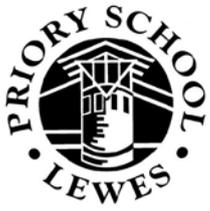
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	<p>sessions and have been for 25 – 30 minutes rather than an hour.</p> <p>Mentoring of Pupil Premium Grant students has taken place by the Senior Leadership Team – which is having an impact according to the data collection.</p> <p>Walk through Mocks in English and Maths have happened and the students requested another one so the school have done this.</p> <p>A target group has been spoken to by James Poulter from Sussex Downs College about the importance of GCSEs. £200 has been offered to the school for best progress.</p> <p><b><u>Subject breakdown – April fine grading page 4/5Q Is there a reason English literature is not listed?</u></b> It is included in the English figure.</p> <p><b>Q How many students take Sociology and Media?</b> There are two groups of each both have 30/40 students.</p> <p>TS said that the Senior Leadership Team is going to change the appraisal process to include progress and SEN/vulnerable groups on it.</p> <p><b><u>Attendance – Page 6</u></b> The Governors were pleased with the term 3 attendance figures which is an improvement on the last 4 years with 92% present compared to 88.4% in 2015.</p> <p><b>Q A Governor mentioned that at Parent Forum some parents raised concerns about behaviour management. Does TS feel behaviour is a concern?</b> TS advised that some of the Year 8s are difficult and challenging – a number of exclusions have been given. TS said the school follow statutory codes and exclusion is always a last resort.</p> <p>A Governor said that she found the information on Parent View that the Clerk emailed out recently interesting.</p> <p><b><u>Bullying</u></b> There was much discussion on bullying – the key points were: Bullying is becoming increasing complex due to social media including Facebook and Instagram which is used by students outside of school. This can mean investigations are complex and take time. SHI mentioned that she attended an E Safety meeting recently. The students felt that an assembly acting out the bully/victim role will help raise awareness amongst students particularly the victim’s views.</p>
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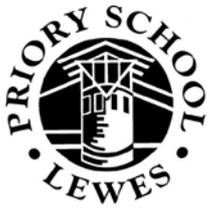


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	<p>Safeguarding report to Governors</p>	<p><b>Q A Governor asked if there are particular spaces in school where bullying regularly occurs?</b> TS advised that more is happening on social media rather than particular spaces within school.</p> <p><b>Options</b> A Governor was impressed with the broad curriculum the school offer.</p> <p><b>Q Are there any particular trends up/down with subjects?</b> Latin is up Sociology is down</p> <p><b>Q Are all options going to run either those with low numbers. What would be the lowest number of students you would run an option for?</b> Yes Dance and Product Design will run with low numbers. 12 would be the minimum. One Geography group is small.</p> <p><b>Staffing</b> Design Technology will be a huge challenge in the future as at the moment we have separate disciplines – which the teachers normally specialise in a particular area i.e. food technology. So the school will need to up skill the teachers as Design Technology will be one subject that covers all areas and will be project based.</p> <p><b>Q Will Computing become more programming?</b> Yes, It is a more challenging GCSE and is less accessible to all.</p> <p><b>Accidents – page 25</b> A Governor was very concerned to hear about the incident in the music block when another student kicked a glass door panel and another student was cut by the broken glass.</p> <p><b>Q Were the students being supervised when the incident happened?</b> The incident happened during lesson change over.</p> <p><b>Page 31 complaints</b> More complaints (not formal complaints) are being received by the school.</p> <p>TS asked Governors if he could draw their attention to page 30-31 of his report on safeguarding.</p> <p><b>GAJ left 19:28</b></p>
8.	Safeguarding	<p>SHI provided the Governors with an update on Safeguarding.</p> <p>SHI requested that could another Governor come with her when she next carries out her Safeguarding checks with Karen Clinton which should be in</p>

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	<p>Safeguarding online training for completion <b>by 6<sup>th</sup> Sept – JG, SHI, TS, AW, SH, SC &amp; JK</b></p>	<p>term 2. As she felt she has been doing the safeguarding a long time and would like another Governor to also be involved. <b>ACTION:</b> SHI to inform Clerk of date/time of her next visit to pass onto Governors to see who is available to attend with her.</p> <p>SHI mentioned about page 30-31 of Tony’s report in regard to the school completing the Local Authority Safeguarding audit which was returned on 5th Jan 2015. This included the key actions required by the school on page 30.</p> <p>SHI explained that following the Clerk attending some training on Monday Governor Services recommend all Governors complete online Safeguarding training every two years.</p> <p>It was also recommended that at least the Safeguarding Link Governor should complete face to face local authority training on Safeguarding every three years. SHI completed this training on 08/12/2015.</p> <p>Please can the following Governors <b>JG, SHI, TS, SH, AW, and SC</b> complete this online training by <b>6<sup>th</sup> September</b>. Please can <b>JK</b> also complete this training by the <b>6<sup>th</sup> September</b>. <b>ACTION:</b> Clerk to email information on how to access the training on 13/05/2016. <b>ACTION:</b> Governors to complete this training by 6<sup>th</sup> September and return copy of certificate to Clerk for our Governor records.</p> <p>On the 13<sup>th</sup> April SHI advised the Governors she came into school to see the Single Central Record with the Personnel Officer which she does every two terms.</p> <p>JG thanked SHI for all the work she does on Safeguarding.</p>
9.	Prevent	<p>A copy of the Prevent audit which has been completed by the Senior Leadership Team (SLT) was circulated with the agenda. This is also available in the Governor’s shared area for information.</p> <p>TS said to the Governors that there was a staff meeting on 07/03/2016 all staff were invited to attend (and Governors) this was Prevent training presented by David Law in which PQ, SC, SH, TS attended. This was the intermediate course of 45 minutes.</p> <p>All staff are expected to complete online Prevent training.</p> <p>Some staff have also completed the Police training on Prevent i.e. house teams.</p> <p>The whole INSET in November also included Prevent and FGM.</p>

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	Prevent online training – all <b>Governors</b> to complete by <b>22/07/2016</b>	<p><b>Q What are the school's British values?</b> These are incorporated in the school's star values.</p> <p>All Governors are to complete online Prevent training as highly recommended by Governors Services. Please see email from Clerk dated 10<sup>th</sup> May for information. <b>ACTION:</b> Governors to complete Prevent online training by 22 Jul – and email/copy certificates to Clerk.</p>
10.	Update on Year 7 parents evening held in March  Governor attendance at New Year 7 parent/tutors event in July	<p>Copies of the results collated from the survey were given out at the meeting. These will be put in the shared drive.</p> <p>PQ explained that SC, PL and PQ were based in the reception as part of the meet and greet team handing out surveys and speaking to parents. It was felt this was a fantastic evening. 72 completed surveys were received.</p> <p>PQ asked the Governors if there would be any volunteers who were available to attend the New Year 7 parent/tutors event in July:</p> <ul style="list-style-type: none"> <li>• Mon 18 Jul 16:30-18:00</li> <li>• Tues 19 Jul 16:30-18:00</li> </ul> <p><b>ACTION:</b> Clerk to email out dates and times as some Governors would like to check their availability.</p>
11.	Non Statutory/Statutory policy review time frames	<p>A copy of Non Statutory/Statutory policies was circulated with the agenda. This is also available in the Governor's shared area.</p> <p>JG thanked TS and SLT for their work on this and also to AW.</p> <p><b>The Governors agreed with the timeframes suggested by SLT.</b></p>
12.	Strategic Items  Teaching and Learning	<p>AW provided the Governors with an update on the Teaching and Learning meeting:</p> <p>AW mentioned this is also included in the Headteacher's report under page 15.</p> <p>Key points were:</p> <ul style="list-style-type: none"> <li>• work scrutiny – strengths/weaknesses</li> <li>• Options update for the Year 10's in 2018</li> <li>• Possible change in options</li> <li>• Staffing transition – due to options: Additional History teacher already taken on RS temporary teacher Additional Geography teacher needed in the future Additional Modern Foreign Languages teachers needed</li> <li>• One less teacher possibly in Design Technology in future</li> </ul>

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	Strategic Organisation	<p>In discussions it was also mentioned that if people leave the school – recruitment is always looked into i.e. whether someone leaves the school if they need to be replaced.</p> <p>GW provided the Governors with an update on the last two Strategic Organisation meetings.</p> <p>GW mentioned this is also included in the Headteacher’s report under page 26.</p> <p>Key points:</p> <ul style="list-style-type: none"> <li>• Services to schools</li> <li>• Not using ESBAS – the school are employing a new Support Member who will be based at the school from June</li> <li>• This year’s budget was better than predicted by Ian Fines</li> <li>• Surplus good for us for this year</li> <li>• The school are gaining £10,000 through a health improvement grant – which is ring fenced</li> <li>• No new teaching assistants or Support Staff are going to be employed</li> <li>• The initial budget share from the Authority is £5,411,904. £18,392,000 more than the original budget share for 2015/2016</li> <li>• Carry forward figure is £302,976. It should be noted that without the carry forward from 2016/17 the budget would be in deficit by £138,521</li> <li>• 3 Year Plan: At the end of 2017/18 there is a potential overspend of £5,013 and then at the end of 2018/19 a potential overspend of £168,247</li> <li>• The school face some challenges ahead depending on the future but IF has cut back i.e. exceptional items back to the bear minimum</li> <li>• Increase in all staff’s national insurance contributions and increases in teacher pension contributions is also affecting the budget</li> </ul>
13.	Homework Survey report	<p>A copy of Homework report and summary were circulated with the agenda. This is also available in the Governor’s shared area.</p> <p>This survey was an objective on the school development plan to complete a parental survey. Feedback given to TS by the Parent Voice Group suggested a survey on homework. 199 responses were received.</p> <p>The survey provided the school with useful actions which they will follow up on.</p> <p>TS has completed two reports on the results but will be providing parents with the summary report of results.</p>
14.	Policy Reviews	<p>Copies of the policies were circulated with the agenda. These are also available in the Governor’s shared area.</p>

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		<p><b>The following two policies were agreed:</b></p> <ul style="list-style-type: none"> <li>• <b>East Sussex Children missing on education policy and procedures</b></li> <li>• <b>Health and Safety Art and Design</b></li> </ul>
	Thank you to NF	JG explained NF will be leaving the Governing Body at the end of this academic year due to moving abroad with his family for a year. JG wanted to thank NF for all his work on the Governing Body. JG asked NF to contact the school when he is back in England and wished him luck. NF thanked the group and said he had enjoyed the experience of being a Governor. JG said we would leave NF's position open for him till the end of this academic year just in case he can attend some meetings.

The meeting closed at 20:15

**Next meeting:** Thurs 30 June 2016

<b>ACTIONS</b>			
<b>ITEM</b>	<b>ACTION</b>	<b>RESPONSIBLE</b>	<b>UPDATE</b>
6	Governors to email Clerk if they would like to go on the St Clare's Trust partnership school visit	Governors	Done
8	SHI to inform Clerk of date/time of her next Safeguarding visit so another Governor can attend with SHI	SHI	On agenda 30 06 2016
8.	Clerk to email JG, SHI, TS, AW, SC & JK information on how to access online Safeguarding training	Clerk	Done
8.	Online Safeguarding training to be completed by 06/09/2016	JG, SHI, TS, AW, SC & JK	Reminder added to 30 06 2016 FGB agenda for SH & JK to complete
9.	Governors to complete online Prevent training by 22/07/2016 & return certificates to Clerk	Governors	Done and reminder on FGB agenda for 30 06 2016
10.	Clerk to email New Year 7 parent/tutors event dates and times – Governors to confirm their availability to attend	Governors/Clerk	Done

Signed ..... (Chair)

Date .....