



FULL GOVERNING BODY MEETING MINUTES

MINUTES OF THE MEETING HELD ON THURSDAY 18TH MAY 2017 AT 18.00 IN THE CONFERENCE ROOM

PRESENT: Gaydree Wrigley (GW), Graham Arr-Jones (GAJ), John Griffiths (JG), Peter Colebourn (PC), Radha Stuart (RS), Sarah Hinks (SHI), Sarah Roberts (SR), Suzy Carpenter (SC), Suzanne Howells (SH), Tony Smith (TS). Michael Bull (MB), Audrey Whyte (AW) and Jason Knight (JK)

ALSO PRESENT: Emma Brinkhurst (Clerk)

	AGENDA ITEM	MINUTES
1.	Apologies for absence	Received and accepted from Pauline Quinton (PQ) and Penny Leach (PL)
2.	Minutes of previous meeting	<p>A copy of the Minutes from Thursday 23rd March 2017 was circulated with the agenda. This is also available in the Governor's shared area.</p> <p>The Minutes of 23rd March 2017 were agreed as a correct record and signed JG.</p>
3.	Matters arising	<p>A Governor raised concerns about the party culture in Lewes and issues with alcohol, sometimes parentally condoned along with the casual approach of some to substance misuse in the community. It was felt this was the similar in other secondary schools and that within school the programmes to address these issues are strong. The school has a zero tolerance of drugs. It was decided perhaps this should be discussed at a future meeting.</p> <p>ACTION: substance abuse to be placed on future agenda.</p> <p>18:08 Radha arrived</p>
4.	Declaration of pecuniary/business interest	<p>RS – Curriculum Leader of English Sackville School GW – School Business Manager Glenleigh Park Primary Academy SHI - CXK - charity which supports children, young people, adults and families, Skills & Employability Consultant & Relationship Manager for National Citizens Service RS – Head of English Sackville School JK – Head of Academic Learning Resources at BIMM (British Irish Modern Music Institute) MB – University of Sussex – University Professor JG – Director JRTZ Ltd Consultant</p>
5.	Headteacher's Report	<p>A copy of the Headteacher's Report and School Development Plan were circulated with the agenda. These are also available in the Governor's shared area.</p> <p>Key points were: <u>2017 cohort subject summary March 2017 tracker</u> TS drew the Governors attention to page 4 – how this data was arrived at the first column is the pillar or bucket. The average score of all students (2nd column) for English is 10.28 – this is a 5 (average grade.) The 4th column is the average pillar estimate. The school look at what students arrive at school with as a baseline and what we aspire for the final outcome to be i.e. English 11.97 – this is nearly a 6. With the EBACC subjects the 'standard pass' is 4.</p>

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	<p>The residual difference between the two – is the school’s best estimate. The Languages (Year 9) was taken by a small cohort – the data might change when everyone takes languages. Business and Enterprise is being removed from next year – which has provided an extra hour on the timetable. This has helped retain the students’ choice of taking two options, albeit at 1 hour less per subject per fortnight.</p> <p>Maths the % of 9-4 73.2% and English % of 9-4 84.8%. The new GCSE English and Maths examinations are more challenging than the legacy qualifications.</p> <p>MB arrived 18:19</p> <p>Page 5</p> <p>Q A Governor queried point 5 on page 5 about the written paper in P.E? TS explained that P.E has a strong focus on the written paper whereas previously the subject had a high proportion of practical aspects. English are supporting P.E with developing extended writing.</p> <p>Q A Governor queried about point 4 about DT as the cohort requires high levels of motivation? TS said the students are not the highest motivated but the teacher is working hard and has strong results. The cohort can be challenging.</p> <p>Q A Governor queried about point 2 about Drama? TS said that the member of staff who was absent is now back. The Easter workshop was well attended and the students were enjoying the work and were motivated. TS said there has been a lot of intervention to enhance the quality of the written paper.</p> <p>There is one set of students taking Sociology and two sets taking Drama. The Sociology class in Y11 is 26 students and the teacher reports that there are about five people out of the class that are not fully engaged. There is a culture amongst some students of a C grade is good enough for entry to College so it is a challenge to encourage them to achieve their best.</p> <p>Q A Governor asked if some students are well below aspirational targets for Sociology should the school be having discussions with these students about maybe this subject is not for you? With progress 8 measures students need to do all subjects. If students are able to drop a subject they end up with a free period some do homework in this time but it is difficult to keep them focussed. If there are issues each student is looked at on a case by case basis. If a student has extreme needs we would let them drop a subject. Consultation includes discussion with parents. There was some discussion about some subjects having a heavy commitment from students i.e. Art. It was mentioned that with English it is the best of the two English subjects</p>
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	<p>(best combination of either) – Language and Literature which is counted in pillar 1. In previous years the results were strong with Literature being above 80%. English traditionally out performs Maths. TS said the students have completed two mocks on Literature but have had a ‘walk through’ for English Language. Students’ feedback was they would like to do a proper mock on it. The Maths papers are more challenging than in the past TS said the dilemma is that school want the students to get at least 5s but some will be happy with a grade 4 as College will accept this (which is a D/C).</p> <p>Page 27 Removal of I band in Year 8 TS said the school are looking into provisions for incorporating the Year 8 I Band students into mainstream teaching perhaps using Teacher Assistants. Not having I Band saves on the cost of one whole teacher and due to the funding crisis unfortunately the vulnerable are likely to be impacted upon. We are likely to need to reduce Teacher Assistant numbers in the future if the budget continues to be reduced</p> <p>Q How many students are involved in this? Nine</p> <p>Q If students have an Educational Health and Care Plan (EHCP) they have to be provided with the extra support? In September in Year 7 we currently have five students with EHCPs coming. In Year 10 with the new EBACC style curriculum there are 10/12 foundation learners who will not take Geography or Languages. They will take College/ASDAN and one other option.</p> <p>There was some discussion about student preferences and the construction of the option blocks. It was explained that for the time being the school will offer a wide range of options and construct the blocks once preferences are expressed. If funding continues to be reduced the blocks might have to be constructed first which would reduce choice. In the future even if a group has 15 students it might not mean a subject will necessarily run. TS said if the funding crisis does not improve following the election schools might need to lose 6 or 7 teachers.</p> <p>Q Are you still getting good candidates coming through the door for jobs? TS said that every time a member of staff leaves the school make a decision whether they need to recruit for the position and most new staff are now taken on temporary contracts. Recently we have been able to secure some strong teachers but it is becoming harder.</p> <p>Page 17 – Wednesday training Q A Governor asked if TS could provide attendee numbers for the Wednesday training sessions?</p>
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	<p>Health and Safety</p>	<p>TS said he would and apologised that he did not on this report but on the previous report TS had but TS was under pressure to complete this report in time for the meeting. ACTION: TS to provide attendee numbers.</p> <p>There were some discussion about the length of the Headteacher’s report – including perhaps this could be slimmed down. Overall it was also felt it was a vital core document especially in supporting governors with external visits such as Ofsted. There was a suggestion that perhaps a few items could be removed i.e. positive behaviour points.</p> <p>Page 21 – point 3 - P.E gates Fiona Harris (FH - Health and Safety Co-ordinator) and Richard Cherryman (Premises Officer) walked the perimeter of the school grounds to ensure the fences are in good order and site was secure.</p> <p>Q A Governor asked about point 3 - P.E leaving the gate open while they are on the field? The gate is left open by P.E staff while they are on the field in case of emergency if the school needs to get students back to school for medical care or if a P.E teacher leaves a class. The risk is that students on lunch break time could wander off if the gate is left opened. FH will ask P.E staff to close the gate but not lock it. A risk assessment has been carried out - balance of the risk. A Governor suggested perhaps putting a key number lock on the gate it was felt in case of an emergency this was not an option.</p> <p>COSHH Assessments – Art JG asked if TS could report back at the next meeting that the COSHH Assessments to cover all substances used in the Art Department have been written. ACTION: TS to report back at next full governing body meeting.</p>
<p>6.</p>	<p>Pupil Premium (PP) update</p>	<p>Copies of the two PP documents were circulated with the agenda. These are also available in the Governor’s shared area.</p> <p>GW said that she is the Pupil Premium Link Governor.</p> <p>GW said that MK (Matthew Kerry) attended the Strategic Organisation Committee Meeting in November to talk to the committee about the pupil premium spend.</p> <p>GW met up with MK as MK’s Link Governor on 13th December 2016 (Term 2) and 7th March 2017 (Term 4) and hopes to see MK in Term 6.</p> <p>GW explained that she received a call at work from MK asking if GW would speak to Debbie Coslett (Consultant) the next day who was carrying out a pupil premium review for the school. GW explained that she was completing</p>

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	<p>a qualification and it was not much notice but she agreed to talk to the consultant</p> <p>When GW spoke to Debbie she explained she had been up till 01:30 doing work for her qualification.</p> <p>Debbie asked GW questions i.e. how much is the school's pupil premium – GW said she did not have the report to hand and had not had time to prepare.</p> <p>GW saw MK on 07/03/2017 following Debbie's visit.</p> <p>Debbie said to GW Governors should not tell Ofsted about outliers i.e. children who have failed but be knowledgeable about interventions.</p> <p>In Debbie's Pupil Premium review report dated 21/02/2017 Debbie recommended Governors should compile a file with all the necessary information in it to include:</p> <ul style="list-style-type: none">• Amount of PP funding per year• Allocation of PP funding against strategies• Quantitative evidence (e.g. student outcomes) to evidence impact• Trend data to evidence that the PP/non-PP gap is closing• Case studies where there are mitigating circumstances for under performance <p>GW said she has compiled a PP file and showed it at the meeting. It was felt that this should be emailed to the Clerk to put online in the Governors' shared drive as Ofsted only give a days-notice and this way any Governor that has availability would need this information to help. As GW might not be available on the given date.</p> <p>ACTION: GW to email information to Clerk to put online.</p> <p>Debbie also said:</p> <ul style="list-style-type: none">• Evidence of Governor Challenge with regard to Pupil Premium spending must be clearly highlighted in Governor Minutes (if it is not already done so). <p>MK has updated the pupil premium funding document to make the strategy information much clearer the most successful is now at the top. MK has compiled a 'recommendations for future practice' document following Debbie's recommendations too.</p> <p>When GW came into school with MK the two teachers were able to show GW their sitting plan with where the PP students sit.</p> <p>Performance data for PP students is not currently available on the SIMS system - JA is working on this.</p> <p>The Governors were sorry that GW had a bad experience with this. JG said that if any Governors are not prepared it is best not to go in front of Ofsted. As Ofsted normally telephone the day before and then come in the next day so there is little preparation time. TS said we could receive an Ofsted inspection in February 2018.</p>
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		<p>The Governors wanted to thank MK for his work on PP particularly the clear new format of the PP document. The Governors approved of the impact rating.</p> <p>A Governor suggested putting posters in the room the Ofsted meetings will be held with important facts and data.</p> <p>It was suggested perhaps at the next meeting an item on Ofsted preparation for Governors could be added.</p> <p>ACTION: Ofsted preparation for Governors to be added to future agenda.</p>
7.	Budget	<p>JG said the last Strategic Organisation committee meeting was an interesting meeting.</p> <p>The school had a healthy carry forward for over ten years – but the school may need to use the surplus to cover the cost increases and that it is possible that the school could be approaching a deficit budget after next year. The 2017-18 financial year will balance but at the next strategic organisation committee meeting TS and Ian Fines will be coming back to the committee with strategies to address the potential deficit which is essential as the committee do not want to sign off a deficit budget. Next year the Governors want to have plenty of time to look into possible options /strategies/cost cutting/revenues and wanted to do this well ahead of time. Strategic Organisation looks into the detail but JG said budget impacts everything we do. So it was felt full governors meetings overall would need to look into strategies.</p>
9	Strategic Items	<p>GW provided an update on the Strategic Organisation Committee meeting held on 29/03/2017:</p> <ul style="list-style-type: none"> • Educational Visits policy - a refund policy has been added to the policy as the school was losing money when parents pulled their children out of trips. FH is going to add a sentence to any trip letter about the refund policy. • Pupil Premium Grant update – MK had included in the PP document an evaluation of how the PPG money is spent and evaluating the impact and spend. • Pupil unit adjustment 2016-17 – An adjustment for two permanently excluded pupils. £2,993 which is money taken back at the end of the financial year. • Services to schools – Ian Fines went through the changes from 2016/17 the main item stopping is PT03 (HR advisory services) as the service offered is not providing value for money so the school will be using Browne Jacobson. • Apprenticeship Levy – this is 0.5% of basic salaries - an allowance comes back to the school there is a pot of £15,000 and as we are a Foundation school we have access to some of the pot and have 18 months to use it. The money can be used for existing staff i.e. a teaching assistant who might want to do apprenticeship training. <p>GW provided an update on the Strategic Organisation Committee meeting on 27/04/2017:</p>

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		<p>GW explained most of this meeting was about the budget.</p> <ul style="list-style-type: none"> • The school budget share for 2016/17 is £xxxx – this figure was reported at the last meeting on 29th March. There has been no change at the end of the financial year. • The under spend total was £xxxx – the under spent represents money that can be re-allocated in 2017/18 and the carry forward figure represents committed money which is already earmarked for use in 2017/18. • The initial budget share from the Authority is £xxxx. This is £xxxx less than the original budget share for 2016/17. The budget share was less as we are a Foundation school and get an 80% reduction from our rates charge. The biggest factor of all to the reduction in the budget share is the LA SEN overspend as well as a reduction in pupil numbers. TS explained that last year we had 1158 students on roll and this year we had 1152. The school try to fill all available places. This was largely due to students not taking up their place in time for the October census. • The local Government Pension scheme Employers’ contribution rate in 2017/18 has risen to 20.55%. • The DfE requires the LA to ensure schools receive a guaranteed adjustment to their budget share compared to 2016/17 of - 1.5% base line funding per pupil for 2017/18. • JG and GW signed off the budget. • There is a short term contingency of £80,250 at present this is largely due to the carry forward figure. • At the end of 2018/19 there is potential overspend of £xxxx. At the end of 2019/20 a potential overspend of £xxxx. Options of how to save money were suggested by Governors at this meeting including looking at the size of SLT – could this be reduced. TS said that a lot of our staff is made up of UPS5 teachers who are more expensive but have experience. If we become a Teaching School we could sell our services i.e. deliver training. • Q How many posts have been lost due to this? TS said we have increased class sizes it is complex to give an actual number e.g. a UPS teacher has resigned but is replaced by an NQT. We are now using more temporary contracts. • IF has had his first finance audit in over 11 years – sound systems of control are in place and only a few small risks which are being actioned. <p>AW provided an update on the Teaching & Learning Committee meeting on 04/05/2017:</p> <p>This is also covered in the Headteacher’s report i.e. page 4, 5, 6 and 16.</p> <ul style="list-style-type: none"> • KC gave an overview of the drop ins. • KC gave an update on the results from the two student
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		<p>questionnaires.</p> <ul style="list-style-type: none"> • KC spoke about paired observations which are starting in departments. • JA gave an overview of KS3 data – the general view is it is very difficult to know exactly how everyone is doing. Teachers are grappling with levels. TS felt people are getting better at this i.e. if you look at page 5 for example Year 7 Science shows the improvements in teacher confidence with the Priory ladder. • Classroom visits – AW asked if Governors could try to get into school to carry out a classroom visit before the end of the academic year. AW said she knows it is difficult for Governors to find time round other commitments but it is part of the SDP.
10.	Appraisal Policy	<p>AW raised a question about the Appraisal Policy which TS asked if members of the Pay committee could look into.</p> <p>Key points: PC said that AW wanted to know how well is the appraisal policy being implemented. PC said this is implemented through the Pay Committee procedures/processes.</p> <p>The main aim of a teacher appraisal is to improve teaching and learning. PC also raised if individual teachers are motivated by the appraisal process and feel supported with weaknesses. PC was not sure if this was Governors remit but perhaps a research exercise. PC said that the appraisal document has been developed and is rigorous. TS shows members of the pay committee examples i.e. staff who can go move up through the UPS threshold (anonymised.) Targets and meetings can be seen on the document. TS said that objectives on appraisals are linked to Progress 8 (1st objective), closing the gap - PPG (2nd objective) and SDP (3rd objective.) TS said that appraisal is higher profile now than it used to be.</p>
11.	Re-cap/actions of 6 th May full governing body Saturday morning training session	<p>ACTION: To be placed on next full governors meeting agenda.</p>
12.	Policy Reviews	<p>A copy of the policy was circulated with the agenda. This is also available in the Governor’s shared area.</p> <p>The following policy was agreed:</p> <ul style="list-style-type: none"> • Positive Handling
13.	Safeguarding update	<p>SHI said following the peer review on 17th – SHI said she does not want to have any further chasing of governors to complete training on the next full governing body agenda .</p> <p>SHI said this is the final call for the following please :</p> <ul style="list-style-type: none"> • Prevent online training for completion from: AW, GAJ, MB, RS, JK
	AW, GAJ, MB, RS, JK and SR	

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<p>PQ, GW and SH</p> <p>GAJ, MB, RS, SHI, JK, GW & SR</p>	<p>and SR.</p> <ul style="list-style-type: none"> Safeguarding online (renewal) training for completion from: PQ, GW and SH. Part one DfE statutory guidance 'Keeping children safe in education' to read at least part one (pages 5-13). It was confirmed at the meeting that those attending had read the relevant document. ACTION: Clerk to send out final chaser to the above Governors by email following this meeting. <p>The peer review report will be an agenda item at next full governors meeting.</p> <p>ACTION: Peer review report for inclusion on full governors meeting agenda.</p>
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The meeting closed at 20:08

Next meeting: Wednesday 28th June 2017 18:00 Conference Room

ACTIONS			
ITEM	ACTION	RESPONSIBLE	UPDATE
3.	Substance abuse to be placed on a future agenda	Clerk/JG	For possible inclusion on a future FGB agenda
5.	Wednesday training attendee figures to be included on Headteacher's reports	TS	Included in HT's report on page 20 part of FGB agenda 28/06/2017 Item 5
5.	TS to provide an update at a future meeting on COSHH Assessments – Art	TS	Page 22 of HT's report part of FGB agenda 28/06/2017 under Item 5 update says Art department still need to write COSHH assessments – add to future FGB agenda
6.	GW to email Clerk PP folder information via email to be put in Governors shared area	GW	Clerk sent email to GW on 24/05/17 15:01 & 27/06/17 10:52 asking if documents could be emailed
6.	Ofsted preparation for Governors to be added to a future FGB agenda	Clerk/JG	A document is being sent to Governors in September by The Chair
11.	Re-cap/actions of May Saturday morning training session to be added to next FGB agenda	Clerk/JG	On FGB Agenda 28/06/2017 Item 6
13.	Clerk to email relevant Governors with final email chaser for Prevent online training, Safeguarding online (renewal) training. Relevant Governors to forward Clerk copies of their training certificates and an email confirming they have read part one for Governors records.	Clerk/Governors	Clerk emailed relevant Governors an email chaser
13.	Peer review report for inclusion on FGB agenda	TS/Clerk	Included on FGB agenda 28/06/2017 Item 7

Signed (Chair)

Date