



Gildredge House

Full Governing Board - Meeting Minutes

Meeting Date: Thursday 27th April 2023
Meeting Venue: Room L3 at Gildredge House School & via Teams
Meeting Time: 5:00pm

Governors: Julian Mace, (*JM*), Chair
Louise Baxter, (*LB*), Vice Chair
Allison Allart, (*AA*)
Firle Beckley, (*FB*)
Marilyn Benzing, (*MB*)
Glyn Freeman, (*GF*)
Nicoleta Uzorka Ion, (*NUI*)
Gabrielle Mace, (*GM*)
Lea Owen, (*LO*)
Katharine Paradas, (*KP*)
Jonathan Searle, (*JSe*)
Joyce Swann, (*JSw*)

Ex officio: Craig Bull, (*CBu*), *Head Teacher*

Also in attendance: Catherine Geldard, (*HOP*), *Head of Primary*
Jemma Graffham, (*DSF*), *Director of Sixth Form & (DSL)*
Dominic O'Driscoll, (*AHT-DI*), *Assistant HT – Director of Inclusion*
Danny Simmonds, (*AHT-B&A*), *Assistant HT - Behaviour & Attendance*
Matt Stephens, (*AHT-SEN Primary*), *Assistant HT – SEN Primary*
James Towner, (*AHT-A&C*), *Assistant HT - Assessment & Curriculum*

Clerk to Governors: Rif Aslam (*RA*)

Apologies: Janice Logan (*JL*), Martyn Ashley Taylor (*MT*), Athanasios Lamprakis (*AL*), Trevor Scott (*TS*)

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Item	Discussion	Action
1.	<p>Welcome and apologies for absence</p> <ul style="list-style-type: none"> • Chair welcomed Governors & SLT to meeting. • Chair welcomed MB, GF, FB and LB, who all joined virtually. • Chair accepted apologies from TS, JL, MT & AL for absence. • Chair welcomed new governor LO • Chair welcomed CDy and the Student Leadership Team. He thanked them for coming to the FGB, especially the student on his birthday. 	
2.	<p>Declarations of Interests</p> <p>There were no declarations of interest made.</p>	
3.	<p>Presentation from the Student Leadership Team</p> <p>CDy (Eco & Student Leadership Co-ordinator) explained: -</p> <ul style="list-style-type: none"> ○ these students were elected at the end of the last academic year. ○ Their different ties and badges distinguish them as members of the Student Leadership Team. ○ Their role includes promoting academic values and a safe and welcome school environment. ○ They have been developing a manifesto this year. ○ Academy & Community Teams have been formed. <p>The presentation expanded on the different roles and responsibilities of each Team.</p> <ul style="list-style-type: none"> ○ Academy focusing on 3 areas of the School Development Plan (Teaching & Learning, Assessment and Curriculum). Members of the Student Leadership Team spoke of the areas which they were individual champions of. They spoke of using assessment and collating feedback from students, enriching the curriculum with school trips. ○ Community champions spoke of their areas of focus (Student Voice, Eco School, Sport, Values, Celebrations). Student Leaders spoke of providing a voice for every student such as a post box where they can speak anonymously. Creating an atmosphere in school which is safe both physically and emotionally. Re-establishing the garden and using it in lessons. Reflecting values such as diversity. Celebrating events of other cultures. Improving school facilities such as developing a library. Improving sports equipment & kit. ○ Year 10 interviews are commencing to transition into roles held by these Year 11s. <p>Presentation ended with CDy thanking the Student Leaders for great progress and their legacy.</p> <p>Governor praised Student Leadership Team and asked how they were managing their roles and GCSE revision. Student explained method of coping was having a Revision Plan and slowly handing over to Year 10s.</p> <p>Governor commended students on their speeches and communication skills.</p> <p>Chair expressed appreciation of students working with teachers for a better education.</p> <p>Governor asked if the students had noticed a difference since taking up their roles. Students advised that they have noticed their suggestions being taken up.</p> <p>HT advised that over 100 students have taken up roles in both Academy and Community Teams. HT offered a huge thank you to CDy and the Student Leadership Team for all their work and commended their achievements in a short space of time.</p> <p>Chair echoed thanks, wished the students luck in their GCSEs and invited them to return at the last FGB of the academic year on 6th July.</p>	HT
4.	<p>Minutes of previous Governing Board Meetings</p> <ul style="list-style-type: none"> • Governors agreed the Minutes as an accurate record of the 12 January 2023 FGB Meeting. Chair to sign a copy. 	

	<ul style="list-style-type: none"> • Governors agreed the Minutes as an accurate record of the 9 February 2023 Education Committee Meeting. Chair of Education Committee to sign a copy. • Governors agreed the Minutes as an accurate record of the 2 March 2023 EGM. Chair to sign a copy. • Governors agreed the Minutes as an accurate record of the 16 March 2023 Enterprise Committee Meeting. Chair of Enterprise Committee to sign a copy. 	
5.	<p>Presentation by Harrison Catering This will be arranged for July FGB</p>	DFA
6.	<p>Admissions Chair of Admissions Committee gave a summary of numbers in both Primary and Secondary and expressed confidence in obtaining full cohorts.</p>	
7.	<p>Governance Matters</p> <ul style="list-style-type: none"> • Governor resignations <ul style="list-style-type: none"> ○ Chair noted that PA had resigned since last FGB and regretted the loss of a valuable member of the Board. ○ Chair advised that regrettably this AA's last meeting. Chair thanked AA for all her fantastic work and dedication. She will be missed by all. • Appointment of Lead Governor for SEND <ul style="list-style-type: none"> ○ AA has been kindly mentoring NUI and FB to take on the Lead Governor for SEND role which they will carry out jointly for the rest of the academic year • Appointment of Enterprise Comm Vice Chair <ul style="list-style-type: none"> ○ Chair advised that no one has stepped forward yet therefore item to be moved to next Enterprise Committee in June. • Succession Planning <ul style="list-style-type: none"> ○ Chair confirmed that he will be stepping down in September. There have been no volunteers from current Board to take on the role of Chair. Referring to paper, Chair highlighted experienced educationalist as the external candidate for role. Currently working in Boston but is due to visit school on 17th July. Chair invited governors to meet him on that date. • Staff Governor Role Decision <ul style="list-style-type: none"> ○ Chair reminded everyone about DFE's recommendation not to have Staff Governors for Academies. Discussion ensued on positives and negatives of keeping the post. Chair invited governors to vote. <u>Governors agreed not to have a staff governor.</u> • AHT-DI highlighted need to appoint Lead Governor Pupil Premium. Chair confirmed that as action for the future. • Chair thanked GF, MB and MT for their work on the Appeals Panel. • Chair thanked JSw for all her help with the SLT interviews. HT advised that both positions of Head of Primary and Head of Secondary received strong candidates and positions have been successfully filled. 	Chair
8.	<p>Action Summary Report</p> <ul style="list-style-type: none"> • <u>Chair requested</u> a report on Twilight to be presented to Education Committee in May. • <u>Chair noted</u> that Mental Health & Wellbeing still does not feature substantially on school website. DSF&DSL advised that a champion on Mental Health & Wellbeing has been appointed and is currently undergoing training. • <u>Chair asked</u> about progress on migrating to cloud. HT advised that it was with MTech. • Appraisal of Governing Board will be examined by end of academic year. • GDPR training due in Summer. AHT-A&C advised that all staff will receive training on inset day on 23 June and invited governors to attend session. 	AHT-A&C

9.	<p>Chair's Correspondence Chair advised that there is an ongoing parental complaint which requires an Appeal Panel. An external independent person is being sought for the Panel.</p>	
10.	<p>Items not already on the agenda Chair confirmed that there were none.</p>	
11.	<p>Head Teachers Report</p> <ul style="list-style-type: none"> School Development Plan & Trackers - HT referred to Papers showing the breakdown of the SDP into 7 areas and the Trackers which link to each area. HT invited questions. Governor noted in Objective 1 (improve pupils' outcomes) that weekly RAP meetings took place for Year 11. Governor queried whether they were also taking place for Year 10. AHT-A&C confirmed that Year 10 took place once every term. Governor requested glossary of acronyms. HT confirmed they will be provided. Chair questioned whether there was an issue with CPD (reference Objective 4). AHT-A&C advised that bank holidays and strikes had impeded progress in this area. HOP added that staff are being given time out of classroom to address this aspect. Chair commented on attendance being better than national average. AHT- B&A replied that suspensions have dropped. Key students have moved on. Governor asked if lower levels of suspensions have been because of the way behaviour is being addressed. HT advised that the beginning of the year saw more suspensions than he would have liked. AHT-B&A added that reintegration meetings are a lot firmer. Governor asked how reasons for behaviour issues are being examined. DSF& DSL advised that meetings occur between staff to examine the needs of child holistically. Chair noted figures in SDP Trackers paper on Inclusion and requested just a summary next time rather than the figures. AHT-DI agreed. Chair observed that SEN students in KS2 were doing better than non SEN students but that was not the case for Pupil Premium students. AHT-SEN Primary advised that it may be because SEND has a higher profile than PP and awareness of the latter needs to be raised. HOP added that every child has targeted interventions. AHT-DI advised that DfE catch up funding will be used to appoint a staff member to liaise with families of PP students. Chair noted the progress being made. Chair asked if there is proof that staff are looking at pupil profiles. AHT-DI advised that documents have been moved to OneDrive allowing him to observe who has looked at them. Governor enquired whether seating plans were available. AHT-DI confirmed that they were on Edulink. Governor asked about the preparation for the 84 new students who will be arriving in Year 7. Both AHT-DI and AHT-SEN Primary confirmed that they were having meetings with SENCOs from their schools. A member of staff will also visit the individual students at their schools. Governor commented on positives in report and asked if there was a correlation between teachers using pupil profiles and positive results. AHT-DI confirmed that those staff who have implemented use of pupil profiles show effective outcomes. Staffing – HT gave an overview of the recruitment currently taking place. It is still a challenge recruiting TAs. On the positive side AHT-B&A has a full team of staff for the first time in 6 years. <p>Chair adjourned meeting for a break at 18:40 hrs. Meeting resumed at 18:52 hrs.</p>	<p>HT</p> <p>AHT-DI</p>
12.	<p>6th Form DSF&DSL outlined current position. Full business case has been submitted to DfE. All applicants for next year have been contacted. All current Year 11's have options for their next stage. We may</p>	

	<p>have 1 current Year 13 returning to retake due to a bereavement. We will have 27 students remaining with us and going into Year 13. They are about to undertake their mocks.</p> <p>Governor wanted reassurance that students will be supported to completion of Year 13. DSF& DSL confirmed they would.</p> <p>Governor enquired when DfE are due to respond. HT advised mid May. The business case involved a series of questions set by DfE which were completed.</p>	
13.	<p>Monitoring</p> <ul style="list-style-type: none"> Primary Visit – Chair thanked LB & FB for undertaking visit. Both governors outlined content of their visit with HOP. The visit covered Learning Walks, Book Looks, Student Voice, with a focus on writing interventions and how moderation is carried out. They also looked at paired observations supporting teachers, the support being provided for children who do not integrate, and how the coloured pen evaluations work for the children. SEND Visit – Chair thanked AA and FB for undertaking visit. Both governors outlined content of their visit with AHT-DI. They observed that Pupil Profiles were up and running with OneDrive allowing view of who is looking at them, Inclusion briefings taking place and the greater links between Primary and Secondary SENCO’s. They recognised challenges in Secondary posed by lack of TAs. 	
14.	<p>Safeguarding</p> <p>DSF&DSL gave a summary of:</p> <ul style="list-style-type: none"> High number of MyConcerns raised in March but a similar picture to the rest of the year. Notable cases around looked after children. Annual audit completed. Key area to work on is online safety. <p>Chair thanked DSF&DSL for the update.</p>	
15.	<p>Uniform/Student Voice</p> <ul style="list-style-type: none"> Uniform Policy – HT explained that he, the chair, governor and AHT-B&A had met with Student Leadership. Policy has been updated with changes. AHT-B&A advised that blazers will remain the same. There are clear visuals of acceptable shoes. Reinforcement of small ear studs as acceptable jewellery. Changes include tailored grey shorts now an option for the summer, after a successful trial hair can be worn down except during certain subjects such as PE and Science. Makeup has to be discreet. Pinafores allowed in Primary. Black bags that fit A4 size folders are allowed in Secondary as an option to the GH bag. <p>Chair questioned if all staff are enforcing uniform policy. AHT-B&A confirmed that some were, but it needed to be done more widely. HT advised that a letter will be sent to parents about the policy.</p> <p>Governor asked whether the uniform supplier had been made aware that a lower stock of school bags will be required. AHT-B&A advised that GH school bags will remain an option for those who choose.</p> <ul style="list-style-type: none"> Mobile Phones - AHT-B&A went on to talk about needing a clear policy on mobile phones. He would like to form a parent workshop and involve student voice. HT explained that use of mobile phones has crept into lessons and caused a blurring of lines. He would like a clear position on what is acceptable. <p>Governor suggested that discussions need to include impact of mobile phones on wellbeing.</p> <p>Chair queried position on mobile phones in Primary. HOP advised that students are not allowed to use them at all.</p> <p>Governor asked what is the current policy in Secodary? HT explained that use of mobile phones is not allowed in lessons except where the teacher has made an allowance.</p> <p>Governor cautioned that our approach needs to prepare students that they cannot use phones in exams.</p>	

	<p><u>Governor queried</u> whether AI will be discussed. HT confirmed that it would and would explore the subject further with governor.</p> <p><u>Governor asked</u> for confirmation that Student Leadership were happy with Uniform Policy. HT confirmed they were.</p> <p><u>Governors ratified</u> Uniform Policy.</p>	HT/NUI
16.	<p>Any other urgent business Chair confirmed there was none.</p>	
17.	<p>Confirmation of future Governor Meeting Dates for 2022/2023</p> <p>FULL GOVERNING BOARD: 6th July 2023</p> <p>EDUCATION COMMITTEE: 18th May 2023</p> <p>ENTERPRISE COMMITTEE: 15th June 2023</p>	
	<p>Meeting Closed Chair thanked governors & SLT. Chair thanked AA again for all her dedication and service. Chair closed the meeting at 19:30 hrs.</p>	