



Full Governing Board – Meeting Minutes

Meeting Date: Thursday 8 September 2022
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)*
Paul Amos, *(PA)*
Marilyn Benzing, *(MB)*
Athanasios Lamprakis, *(AL)*
Gabrielle Mace, *(GM)*
Ollie Newman, *(ON)*
Katharine Paradas, *(KP)*
Jonathan Searle, *(JSe)*

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

Also in attendance: Catherine Geldard, *(HOP)*, Head of Primary
Jemma Graffham, *(DSF)*, Director of Sixth Form & *(DSL)*
Janice Logan, *(DFA)*, Director of Finance & Administration
Dominic O’Driscoll, *(AHT-SEN)*, Assistant HT – SEND Co-ordinator
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: G Freeman (GF), T Scott (*TS*), J Swann (*JSw*), C Taylor (*CT*),
M Taylor (*MT*)

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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 new governors AL, KP to meeting and JSe who joined virtually. • Chair welcomed new AHT-SEN Primary. • Chair accepted apologies from GF, TS, JSw, CT & MT for absence. 	
2.	<p>Declarations of Interests There were no declarations of interest made.</p>	
3.	<p>Minutes of previous Governing Board Meetings</p> <ul style="list-style-type: none"> • Governors agreed the Minutes as an accurate record of the 07 July 2022 FGB Meeting pending clarification of figures on Page 7 with HOP. Chair to sign after amendment. 	Clerk/Chair
4.	<p>Governance Matters</p> <p>PERSONNEL</p> <ul style="list-style-type: none"> • Confirmation of Chair and Vice Chair <p>17:20 Chair & Vice Chair left the room.</p> <ul style="list-style-type: none"> ○ No nominations were put forward and Governors re-elected JM as Chair. ○ No nominations were put forward and Governors re-elected LB as Vice Chair <p>17:25 Chair & Vice Chair returned to the room.</p> <ul style="list-style-type: none"> • Confirmation of Committee Chairs & Vice Chairs <p>Chair confirmed Committee Chairs and Vice Chairs were happy to continue positions.</p> <ul style="list-style-type: none"> ○ Education: LB as Chair. GM as Vice Chair ○ Enterprise: TS as Chair. PA as Vice Chair ○ Admissions: GM as Chair <p>GM invited governors to join Admissions Committee. AA volunteered to join GM & MB.</p> <ul style="list-style-type: none"> • Confirmation of Lead Governors <p>Chair confirmed Lead Governors were happy to continue positions.</p> <ul style="list-style-type: none"> ○ Ofsted & Curriculum: JSw ○ Eco-Schools: JSw ○ Safeguarding: MB ○ Careers: MB ○ SEND: AA ○ Mental Health & Wellbeing: AA ○ H&S: GF <ul style="list-style-type: none"> • Governor Terms Dates <p>Chair confirmed that TS & LB's terms are due to end on 30 Sept 2022 and that they were happy to continue as governors.</p> <ul style="list-style-type: none"> • New Governors <p>Chair advised that new governors will be placed with mentors over the coming weeks. KP & JSe to join Education Committee. AL to join Enterprise Committee.</p> <p>PROCEDURAL</p> <ul style="list-style-type: none"> • Governors Code of Practice – signed by all the Governors present at the meeting. • Register of Business Interests – signed by all the Governors present at the meeting. 	

	<ul style="list-style-type: none"> • Declaration of Eligibility - signed by all the Governors present at the meeting. • Terms of Reference - Chair has reviewed and highlighted amendments in line with Ofsted criteria for leadership & governance. <p>Governors ratified Terms of Reference document.</p> <ul style="list-style-type: none"> • Governing Board self-evaluation will be presented in near future by chair. 	Chair
5.	<p>Action Summary Report</p> <p>Chair expressed hope that some of the items could be completed quickly and invited questions. Governor suggested requests made by Student reps during last FGB should be included in ASR. Chair agreed and said he would like to attend a future Student Council Meeting.</p>	Chair
6.	<p>Items not already on the agenda</p> <p>Chair confirmed that there were none.</p>	
7.	<p>Chair's Correspondence</p> <ul style="list-style-type: none"> ○ Letter from a parent suggesting improvements to catering which HT has answered. New Catering Contract will commence in October. ○ Letter re car free/road closure day on 22 Sept hoping for school involvement in the process. ○ Coverage about lighting improvement in Gildredge Park. 	
8.	<p>Head Teacher's Report</p> <ul style="list-style-type: none"> • Overview <p>HT outlined contents of Inset day at the start of Term where he welcomed new staff members. Pastoral Assistants will be recruited. Harrison's will be our new caterers from October. Work over summer included:</p> <ul style="list-style-type: none"> ○ Development of an outside dining area and Devonshire courtyard. Work will commence on the old Oasis Building this year. ○ New Atrium screen will be arriving Monday. ○ New Primary IT Suite. ○ Updated and decorated 6th Form study room and level 2 of Devonshire. ○ Storage area created for exam furniture. ○ Toilets in Primary, Dining Room & level 1 Devonshire Boys all updated. The latter now have enclosed floor to ceiling cubicles. ○ New steps to field have been built and tarmac laid ready for table tennis furniture. <p>HT reflected on the past academic year which began with an interim HT and significant Covid restrictions creating uncertainty and impacting absence. During all this, students were being prepared for the first set of SATs, GCSE & A level exams in 2 years. This period also saw HT take up his own role in January and then begin process of school self-evaluation.</p> <ul style="list-style-type: none"> ○ GCSE results – HT explained that our benchmark considers all students on roll. We have students who aren't sitting their GCSEs and our actual results are 2 points above predictions. AHT- A&C added that there were still subjects that are being put in for resubmission for marks. Exam analysis has begun with each Head of Dept. that will inform the report that will be provided to the Education Committee. There was a strong pass rate across all subjects. The highest % of grades above 7 were in Biology, Chemistry & Drama. ○ A level results – 99% achieved grades A*-E and are broadly in line with expectations. ○ BTEC- 100% pass rate. <p>HT highlighted stand out performances and his commitment to examining our input in their achievement and looking similarly at those who didn't do so well.</p> <p>Governor queried whether any students resit. DSF&DSL explained that resits are done in Nov-Jan. Chair questioned whether students entered their desired universities. DSF&DSL advised that they are all in universities or courses.</p>	

- Vision, Mission & Values

HT gave a presentation of his work over the summer refining and collating all the work/feedback from staff, students, governors and parent workshops in order to examine and clarify our strategic priorities. These workshops and process of self-evaluation with Staff Pules Surveys, Safeguarding Review and external factors such as OFSTED framework, white Paper & Green Paper all inform our Vision, Mission and Values. HT outlined the consensus.

- Vision is to Aspire.
- Mission is to Aspire for balanced students who flourish inside and outside of school. Aspire for a culture of care and wellbeing. Aspire for pride in the Gildredge House way, in our uniform and attendance. Aspire for all students to achieve their potential and beyond. Aspire for an inclusive value based curriculum from Reception to Yr. 13. Aspire for our students to become responsible global citizens. Aspire to celebrate achievements. Aspire to engage students with environment. Aspire for a strong careers programme. Aspire to work collaboratively locally, nationally, and globally.
- Values underpinning the Aspire vision are Ambition, Support, Perseverance, Integrity, Reflections and Empathy.
- Gildredge House Way: Ready, Respectful and Safe still underpins everything.
- Reward system demonstrating these values has been launched in Secondary this week. Launch will be done in Primary with Superheroes. HT praised HOP and AHT-A&C for their work last academic year in how to bring about consistency across all phases,
- Gildredge House Teaching & Learning essentials identified by HOP & AHT-A&C are: - challenge students to engage & motivate them to learn, explain so that students acquire knowledge/skills, model so that students know how to apply that knowledge, question so that students think in depth and feedback so that students can develop further. Expectations on staff is to demonstrate ability to teach in every lesson.

- Ofsted Framework Update

HT outlined changes in Inspection wording to Graded and Ungraded Inspections. In recognition of the impact of Covid on learning, there is an expectation for schools to demonstrate how they support early stage reading whatever the student age.

Governor asked if any mock Ofsted Inspections are done. Confirmed that some schools do carry out mock inspections, but we are engaging a consultant to carry out an evaluation.

Governor queried whether the changes were positive. HT believed they were as they recognise the post Covid situation and question how we are adapting our curriculum.

Governor questioned whether curriculum could change quickly enough to adapt to differing cohorts year on year. HT advised that we have an expectation that Heads of Dept. reflect on what's been taught over a 6-week process. Whilst broad content won't change too much there can be adjustments made.

- Assessment for Learning

AHT-A&C recognised that feedback to students is inconsistent and not vigorous enough in all areas. Policy added stipulating delivery of consistent feedback. He went on to highlight the 8 point essentials in Paper which all link to Gildredge House values. Key element is that work is checked. Different colour pens indicate checks by teachers, peers, and students themselves. Staff adopting this method and the key is we monitor this behaviour.

Governor asked whether this was a whole school approach. HT confirmed it was.

Governor requested comparison of our exam results with other schools. HT advised that Progress 8 measures have not yet been published.

Governor questioned how our analysis data is done. HT explained that 4 Matrix is used to collate our internal data and then analyse it.

	<ul style="list-style-type: none"> 6th Form Update <p>Referring to paper, DSF&DSL outlined figures of students who have enrolled since exam results. Gap between those who applied and enrolled down to not achieving grades to meet our entry requirements.</p> <p>18:36 hrs death of Queen announced. Chair adjourned meeting.</p> <p>18:50 hrs Chair resumed meeting.</p> <p>DSF&DSL continued with summary of 6th Form. Popular subjects such as Drama, French, and German are not offered by us. Neither is Art or RS. PE only offered at BTEC level. HT added that School Improvement Strategy is a key driver for 6th Form. We need our Year 9, 10 & 11 students to be inspired by teachers to want to study in 6th Form.</p> <p>Chair expressed disappointment and directed Enterprise Committee to examine financial implications whilst results are examined by Education Committee.</p> <p>Governor noted lack of information and posts on social media since 19 July until results day in August. DSF&DSL explained that contact with prospective students has been maintained via applicant platform.</p> <p>Governor questioned whether Facebook and Instagram marketing costs are necessary considering this alternative communication platform. HT offered view that we need to be in their schools and their assemblies to promote 6th Form.</p> <p>Governor highlighted that young people occupy time on Instagram and Snapchat.</p> <p>Chair observed that matter needed to be explored further and thanked DSF&DSL for Paper.</p> <ul style="list-style-type: none"> Summer School <p>AHT-SEN gave a summary of numbers who took part and activities carried out supported by 9 internal staff members and external agency. Positive feedback from both parents and students. Start of this academic year has gone well so far and is evidence of the value of running a Summer School. Staff have suggested how to run next year's event and explore increasing participant numbers. AHT-SEN credited Ben Young with success of Summer School.</p> <p>Chair observed a range of activities and friendships made by students during his visit to Summer School. HT concurred and advised that it also highlighted our more vulnerable students early on.</p> <p>Governor suggested using the school minibus to encourage those who could not attend due to transport issues. AHT-SEN agreed.</p> <p>Chair thanked all contributors.</p>	
9.	<p>Finance</p> <ul style="list-style-type: none"> Estates Summer Work <p>Chair noted most of this had been covered in last item and invited DFA to highlight any additions. DFA explained that work under H&S continued over Summer such as Legionella Testing. 2 years of Fixed Wiring completed. Work relating to the 2 CIF Bids commenced.</p> <ul style="list-style-type: none"> Roof - work on schedule. Boiler – ongoing with delays. HT thanked DFA with dealing with no hot water incident on Sunday. DFA explained that the contractor had created the situation and had to return to site to remedy it. 	
10.	<p>Monitoring</p> <p>Chair requested abridged version of SDP so that it can link into Monitoring Schedule for coming year. Chair appreciated the hard work already done by HT and SLT</p>	HT
11.	<p>Safeguarding</p> <ul style="list-style-type: none"> Keeping Children Safe in Education <p>Chair stated all Governors must familiarise themselves with Part 1 & Annex B of KCSIE September 2022 update and confirm that they have read it.</p>	

	<ul style="list-style-type: none"> • Safeguarding Update DSF&DSL advised that 47 items have been raised already on My Concern in this first week of Term. Students with Risk Assessment Plans are being prioritized. Number of reports received over summer from Police and some children have been taken into Care. We've increased our Place2Be support by an additional day. They are available on Tuesday, Wednesday & Thursday. We've requested group work sessions around anxiety and bereavement. • School Safeguarding Training Update DSF&DSL advised that staff and Governors have all been issued with training courses which must be completed by the same deadline. Chair thanked DSF&DSL for updates. 	
12.	<p>Policies Chair reappointed governors GF & MT to the Policies Sub Committee. AL volunteered to fill the 3rd vacancy.</p>	
13.	<p>OFSTED Chair thanked JSw for paper and taking lead on Ofsted.</p>	
14.	<p>Any other urgent business</p> <ul style="list-style-type: none"> • JSe offered to support methods to increase 6th Form student numbers. Chair to liaise further on this point. • Chair expressed high expectations and excitement for this coming academic year. 	Chair
15.	<p>Confirmation of future Governor Meeting Dates for 2022/2023</p> <p>FULL GOVERNING BOARD: 12th January 2023 27th April 2023 6th July 2023</p> <p>EDUCATION COMMITTEE: 13th October 2022 9th February 2023 18th May 2023</p> <p>ENTERPRISE COMMITTEE: 24th November 2022 16th March 2023 15th June 2023</p>	
	<p>Meeting Closed Chair thanked SLT, all staff and governors and closed the meeting at 19:25</p>	