



Education Committee – Minutes

Meeting Date: Thursday 7th October 2021
Meeting Venue: Via Teams
Meeting Time: 5:15pm

Governors: Louise Baxter, *(LB)*, Committee Chair
Gabrielle Mace, *(GM)*, Committee Vice Chair
Alison Allart, *(AA)*
Marilyn Benzing, *(MB)*
Ollie Newman, *(ON)*
Bill Roddick, *(BR)*
Chloe Taylor, *(CT)*

Ex officio: Sharon Waterman, *(SWa)*, *Interim Head Teacher*

Also in attendance: Julian Mace, *(JM)* *(CoG)*, *Chair of Governors*
Catherine Geldard, *(HOP)*, *Head of Primary*
Dominic O’Driscoll, *(AHT-SEN)*, *Assistant HT – SEND Co-ordinator*
Danny Simmonds, *(AHT-B&A)*, *Assistant HT - Behaviour & Attendance*
James Towner, *(AHT-A&C)*, *Assistant HT - Assessment & Curriculum*

Clerk to Governors: Rif Aslam, *(RA)*

Apologies: Karen Maxwell, *(ADSL)* *Acting Designated Safeguarding Lead*
Joyce Swann, *(JS)*

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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 this ‘virtual’ Education Committee via Teams • Chair accepted apologies for absence from JS, KMa and lateness from CT & DSI • Chair accepted apology for possible absence from DOD due to illness 	
2.	<p>Declarations of Interests</p> <ul style="list-style-type: none"> • Governors declared various interests in respect of their children who attend the school. 	
3.	<p>Minutes of previous Education Committee Meeting</p> <ul style="list-style-type: none"> • Chair confirmed that previous Committee minutes were signed off at July FGB. 	
4.	<p>Data</p> <ul style="list-style-type: none"> • Primary: HOP gave an overview of contents of Paper. New baseline assessments have been carried and highlighted weaknesses in Maths and Language skills in EYFS. Interventions are in place to for both KS1 & KS2 students. 175 out of 360 students are receiving some sort of intervention. <p>Governor observed that it was a lot of students.</p> <p>HOP agreed and clarified that some were focusing on Maths, some on the Phonics Programme, and the Boosted Reading Partnership is also involved in supporting the students.</p> <p>Chair asked how the new Reception children are settling in.</p> <p>HOP advised that the new intake is calmer than last year. One child is repeating last year and has special support. 2 others are receiving support from TAs.</p> <p>Governor queried whether speech and language were still an issue.</p> <p>HOP acknowledged they were. Some children being prioritised for support. 2 TAs in Reception and another specialist focusing on Speech and language. A lot of assessments are currently being undertaken to identify gaps.</p> <p>Chair questioned how much sunrise and sunset rooms were being utilised.</p> <p>HOP advised that currently 12 children were accessing these. 2 of which will soon be transferring to special schools. There are 3 children in those rooms full time. The remaining 7 tend to stay in class but are aware that they can access them or go to the sensory room when they need to.</p> <p>Feedback from Lucy Chambers (ESPAS) is that we are carrying out an exemplary practice. Focus for these children at the moment is regulating emotions rather than academic attainment. HOP invited Governor (AA) into school to observe.</p> <p>Positive news is that we’ve not had to evacuate a class so far this year. Careful monitoring will continue.</p> <p>IHT observed during her visits to the 2 rooms that the children were interacting in a positive way and engaging in practical activities.</p> <p>Governor remarked that this was positive and asked whether pupils’ progress was being recorded even though it was not academic.</p> <p>HOP confirmed that it was and Vauxhall Profile being used. She gave an example of a significant step forward for a particular child was eating at school for the first time.</p> <p>Governor enquired how soon children were being prepared for transition to Year 7.</p> <p>Hop advised that preparations start in Year 5 for the more anxious children but the main work occurs in Year 6 in April where they meet the tutors and see their new classrooms. However, pupils are already going into Secondary for Science.</p>	AA/HOP

	<p>Chair instructed that Monitoring Visits this year need to particularly focus on Speech, Language, Writing and Maths. HOP informed meeting that additional training for staff being implemented with Morrissey Project to drive up levels on Phonics.</p> <p>Chair outlined schedule to start Learning Walks before Christmas on Speech and Language. ON & MB volunteered their services. BR offered his help and was assigned Math and Writing,</p> <p>COG added that Monitoring Visits need to align and focus on the School Development Plan.</p> <ul style="list-style-type: none"> • Secondary: AHT-A&C provided an update on interventions. Yr 10 mocks identified gaps in learning. Those students in Yr 11 now and out of 140 students ¼ are in interventions (Twilight Programme). We're targeting specific students for a 6 week period as not all of them can be seen at once. Twilight is not a replacement lesson. Topics are targeted. Students are being prioritised according to need. This is done by assessing how far away they are from their target, whether they are on pupil premium and are SEN. These interventions started in second week of term. They're assessed at the beginning and will be reviewed at the end of term. <p>Governor questioned whether gifted students were being neglected. AHT-A&C reassured that interventions were in place relative to a pupil's individual goals.</p> <p>Chair pointed out curriculum should be accessible to all in a normal classroom. AHT-A&C confirmed that the biggest impact on learning is in the classroom. AHT- SEN supporting this through staff CPD programme.</p> <p>Chair asked for governors to volunteer to carry out Monitoring Visits for Maths & English in Secondary. BR and MB offered their help.</p> <p>Chair asked for Monitoring Visit to include focus on Tutor Programme. AHT-A&C advised that there will be a focus on Tutor Groups during Week 9 and recommended a visit to take place during this period.</p> <p>Chair offered to carry out visit.</p> <p>17:32 DSi & DOD joined meeting</p>	<p>ON/MB/BR</p> <p>BR/MB</p> <p>Chair</p>
5.	<p>Headteacher's Report</p> <p>Chair referred to Paper and asked for questions and observations. IHT complimented work of SLT.</p> <ul style="list-style-type: none"> • Behaviour & Transition AHT- SEN commented that it was noticeable that transition had gone well. IHT added that observing our pupil representatives during the recent Open Evening for prospective Yr 7s for next year, it wasn't possible to tell who was new to the school and who wasn't. Pupils spoke with confidence illustrating how affective the transition had been. COG added that it was difficult to see who was new to school at the Lateral Flow Testing sessions in Week 1 and congratulated SLT for successful transition. AHT-B&A reflected that Yr 7 have settled in well and made a great contribution to the Open Evening. They have mixed socially really well from the start. We need to work on this with Yr 8 as their transition was impacted by the restraints of Covid. Governor advised that the Summer School this year made the world of difference to his own daughter. • School Development Plan COG asked what measures were in place to ascertain all staff were meeting CPD. AHT-A&C advised that a monitoring review took place at the end of Autumn Term and continuing. Line Manager meetings taking place to discuss team members noting who is doing 	

	<p>well and identify who needs help.</p> <p>Chair queried whether Staff Welfare Surveys had been done. IHT advised that there was a focus on staff welfare during inset day but an actual survey was not included. Staff are being supported with Professional Development Programme. We have focused on not overburdening staff with the Open Evenings. We operate an open door policy for staff to access help. We meet with the Union reps regularly.</p> <p>Chair highlighted the need for a formal anonymous survey to ensure all voices are heard. IHT agreed to explore survey after half Term.</p> <p>No further questions on this Agenda item.</p>	IHT
6.	<p>SEND</p> <ul style="list-style-type: none"> East Sussex Inclusion Quality Mark <p>AHT-SEN referred to paper and explained that LAs expect all schools to achieve this Quality Mark. He entered the school in different categories and found it a valuable experience as it highlighted where we can improve such as mental wellbeing. We'll focus on this in the next 12 months. Met AA last week (Lead Governor SEND) and invited LA to audit school in second half of summer term.</p> <p>Governor asked if this Quality Mark can be reviewed annually.</p> <p>AHT-SEN advised that this is the first time it had gone online and therefore can be adapted as we progress on each item.</p> <p>COG expressed surprise at lack of Mental Health Policy.</p> <p>AHT-SEN confirmed that one can be developed very quickly.</p> <p>HOP advised that Quality Mark had also been carried out for Primary.</p> <p>Governor questioned why we were listed as separate schools as this is an all through school.</p> <p>AHT-SEN confirmed that it would be a benefit to merge both schools but exercise has highlighted where there are gaps and would like to address these before merging.</p> <p>Governor queried whether the 6th Form was marked separately.</p> <p>AHT-SEN advised it was not included.</p> <p>Governor observed that it had been noted that 6th Form have been supported well in Mental Health and it would be good to have it included.</p> <p>AHT-SEN suggested that a Governor oversee Mental Health across whole school.</p> <p>Governor stated that although Designed Safeguarding Lead does a lot and takes a lead with Mental Health, this audit illustrates that we need a clear strategy and someone to take ownership.</p> <p>18:00 CT joined meeting.</p> <p>Staff Governor pointed out that the PE Curriculum has Mental Health embedded with national initiatives on Mental Health and Physical Wellbeing and offered to work with AA on this.</p> <p>General discussion on how best to deal with Mental Health and agreement that matter will be discussed by SLT outside of this forum and decision made on who will lead Mental Health across school.</p> <p>Lead Governor SEND advised that her visit with AHT-SEN was very positive. Literacy Intervention has been launched but has been impacted with staff absences due to Covid. CPD going well with an impressive programme. Oasis is a real presence in the school. She was shown how data is collected and how student progress is tracked. School feels like a community.</p> <p>AHT-SEN highlighted that engagement with parents was another area which needed improvement in the Quality Mark score.</p> <p>Governor advised that initiatives were begun before Lockdown such as "meet the governors"</p>	<p>AHT-SEN</p> <p>SLT</p>

	<p>which we need to restart.</p> <p>COG suggested that the 2 Parent Governors take a lead on this.</p> <p>General agreement that a different forums needed to be offered to allow all types of parents to be comfortable. Examples of parental engagement put forward such as reviving Friends of Gildredge House and Place2Be offering parent visits.</p>	ON/MG
7.	<p>Open Evenings</p> <p>IHT gave an overview of the events.</p> <ul style="list-style-type: none"> Year 7 - took place on 27 September. Over 200 families attended through a prior booking arrangement. Many students and staff volunteered. New HT due to start in December provided a welcome video which was shown. 6th Form – took place on 5 October. Following a social media campaign, 102 attended. 23 were internal and the rest external. It was a positive evening and staff felt one of the best. New 6th Form café received well. Email addresses taken so that we can keep in touch and follow up with prospective students. Primary – planned for 22 October. Our current Yr 6 will be tour guides. There will be a choir and gymnastic display. 74 families have signed up so far. <p>Governor offered congratulations and thanked IHT for getting the media campaign up and running.</p> <p>Governor thanked Admissions Manager (JJe) for her hard work in ensuring a full cohort for this year’s census.</p> <p>Governor requested a copy of the new HT video shown at the Opening Evening.</p> <p>Governor asked whether the offer of help in marketing Post 16 made by another governor had been taken up. Clerk to provide details of governor to IHT.</p>	IHT Clerk
8.	<p>Monitoring</p> <ul style="list-style-type: none"> External Advisor Report – IHT referred to Paper and advised visit went well and happy with report. Advisor is new to the role and looking forward to meeting New HT. <p>Governor noted that an Action in the report requires a SEF. IHT advised that this was being developed for submission and will be presented to Governors retrospectively at December FGB. We’ll show how we developed it.</p> <p>HOP advised that SEF for primary has been done.</p> <p>Chair requested a copy.</p> <ul style="list-style-type: none"> SDP Items – IHT advised that these will be developed in November. Forthcoming Planned Visits. Chair to summarise visits in email to governors. Primary Review Actions – Due to absence at meeting Chair to follow up with JS and request a follow up visit to Primary. Secondary Review – Chair to ask JS to carry out review. 	SWa/SLT HOP Chair Chair Chair
9.	<p>Policies</p> <p>Chair noted that the Policies Sub Committee had approved the Child Protections & Safeguarding Policy, the Online Safety Policy and the Staff Behaviour & Code of Conduct Policy.</p>	
10.	<p>AOB</p> <p>Chair has been advised that weekly management meetings are taking place with Support Staff to provide an opportunity to discuss students and performance.</p>	

11.	<p>Confirmation of future Governor Meeting Dates for 2021/2022 <i>Please note that Committee Meetings will continue via Teams until further notice.</i></p> <p>FULL GOVERNING BOARD: 9th December 2021 28th April 2022 7th July 2022</p> <p>EDUCATION COMMITTEE: 10th February 2022 19th May 2022</p> <p>ENTERPRISE COMMITTEE: 18th November 2021 17th March 2022 16th June 2022</p>	
	<p>Meeting Close</p> <p>Chair thanked everyone and closed the meeting at 18.32</p>	