



Full Governing Board – Meeting Minutes

Meeting Date: Thursday 9th December 2021

Meeting Venue: Via Teams

Meeting Time: 5:15pm

Governors: Julian Mace, *(JM)*, Chair
Louise Baxter, *(LB)*, Vice Chair
Paul Amos, *(PA)*
Marilyn Benzing, *(MB)*
Glyn Freeman, *(GF)*
Michael Gietzen, *(MG)*
Gabrielle Mace, *(GM)*
Ollie Newman, *(ON)*
Trevor Scott, *(TS)*
Joyce Swann, *(JS)*
Martyn Ashley Taylor, *(MT)*

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

Also in attendance: Janice Logan, *(DFA)*, Director of Finance & Administration
Dominic O'Driscoll, *(AHT-SEN)*, Assistant HT – SEND Co-ordinator
James Towner, *(AHT-A&C)*, Assistant HT - Assessment & Curriculum

Clerk to Governors: Rif Aslam (RA)

Apologies: K Maxwell, *(Acting Designated Safeguarding Lead - ADSL)*,
A Allart *(AA)*, C Taylor *(CT)*, B Roddick *(BR)*, C Geldard *(Head of Primary - HOP)*,
D Simmonds *(Assistant HT – Behaviour & Attendance – AHT-B&A)*

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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 apologised for moving meeting to Teams but a necessity in view of latest Govt advice. Chair accepted apologies from KMa, CGe, CT, BR, DSi, AA for absence and possible lateness from MT & JN. 	
2.	<p>Declarations of Interests</p> <ul style="list-style-type: none"> There were no declarations of interest made. 	
3.	<p>Minutes of previous Governing Board Meetings</p> <ul style="list-style-type: none"> Chair pointed out a grammatical error in on page 10, to be corrected by Clerk, otherwise Governors agreed the Minutes as an accurate record of the 15 September FGB Meeting. They will be signed by the Chair after the correction. Governors agreed the Minutes of the Education Committee 7th October Meeting. 	Clerk Chair
4.	<p>Governance Matters</p> <ul style="list-style-type: none"> New Head Teacher <p>Chair confirmed that new HT will be starting tomorrow. This will be covered in Item 8.</p> <ul style="list-style-type: none"> Enterprise Committee Meeting <p>Chair advised that meeting has been rescheduled to 13 January 2022.</p> <p>Governor pointed out that meeting on 18 November had to be cancelled due to staff absence and this needs to be flagged as a risk as expertise rests with just DFA which is a vulnerability. IHT advised timing was unfortunate. Had she been in post for longer she would have had information more readily available to her. As the auditing is still being undertaken early November, perhaps the first Enterprise Meeting of the School Year needs to be delayed in future.</p> <p>DFA advised that a new Finance System has been implemented this past year and we have 2 members of the Team that can cover all aspects of each other's jobs. The next phase is for her to upskill them. This links in with a restructure to ensure cover in all areas this coming year.</p> <p>Chair suggested that DFA work with HT & Clerk when finalising dates for next year so that the meeting schedule better links in with the Finance reporting schedule.</p> <p>Chair of Enterprise Committee stated that meeting with Auditors was helpful.</p> <p>Chair summarised that Accounts need to be presented for sign off to Enterprise Committee, then FGB and then Trustees.</p> <ul style="list-style-type: none"> Capital Improvements Working Group <p>Chair invited volunteers to form Group and report to the Enterprise Committee.</p> <ul style="list-style-type: none"> Email addresses and MFA <p>Chair reinforced that school email address must be used by all Governors. Clerk offered assistance to any Governor having difficulty with setting up MFA.</p>	Clerk TS Clerk
5.	<p>Action Summary Report</p> <p>Chair Confirmed that he had updated ASR and highlighted additions such as cost of Summer School, and development of a Mental Health & Wellbeing Policy.</p> <p>Chair noted that the school website updated with organisations able to support students.</p> <p>Chair asked AHT-A&C to provide template as an aid referencing CPD that can be used on Governor Monitoring visits. AHT-A&C agreed to email this.</p>	AHT-A&C
6.	<p>Items not already on the agenda</p>	

	<p>Governor queried whether school had engaged with Broadband contractor regarding their current excavations outside. DFA confirmed that both the company and Highways had been contacted with our concerns.</p> <p>Governor questioned what is being done about position of HR Manager. IHT advised that initial advert has been unsuccessful and that a recruitment agency will be engaged. We're offering a higher rate than another local school and also flexible hours and remain hopeful of attracting a suitable applicant. In the meantime every single area of SKI's role will need to be covered by existing staff.</p> <p>Chair asked if we were still paying ESCC for assistance with HR issues. IHT confirmed that we were. Meeting ESCC next Tuesday.</p> <p>Chair queried end date of current agreement with ESCC regarding HR Support. DFA advised that current agreement will end on 31 August 2022.</p> <p>Chair emphasised how important the role of HR Manager is in the school.</p>	
7.	<p>Chair's Correspondence</p> <p>Only one or two emails from parents. Chair advised that he had attended a Schools Network meeting around Multi and Single Academy Trusts. He will provide the new HT with an overview.</p>	Chair
8.	<p>Head Teacher's Report:</p> <ul style="list-style-type: none"> Covid 19 Update <p>IHT advised that current cases in school are being managed well. Low numbers in comparison to other schools. Use of face masks in communal areas implemented ahead of DfE guidelines. Students are accessing lessons online when not in school. AHT-A&C echoed IHT's sentiments. General feeling in school is that things are stable. Attendance issues are being managed and staff also confident in measures in place.</p> <p>JS joined meeting at 17:36.</p> <p>IHT went on to say that how impressed she was with the speed with which the school and SLT reacted to staff absences.</p> <ul style="list-style-type: none"> Overview of Tenure <p>IHT reflected that 13 weeks in post had gone quickly, supported by an amazing Senior Leadership Team who have had to respond to changing situations quickly. Year 7 Open Evening was a great success. Post 16, too with improved engagement with social media. Team Meetings streamlined and focused on agenda items. Admin Team structure dealt with. Some HR issues to resolve. Although there have been number of parental complaints, they are around Covid. IHT feels that GH is a special place and is ready for the journey ahead. IHT offered personal thanks to AHT- A&C who has had to make significant decisions for the school and has been a "rock". New HT will have the support of a strong SLT.</p> <ul style="list-style-type: none"> New Head Teacher <p>IHT has had frequent meetings with new HT and shared thoughts and ideas. HT will arrive tomorrow to a full programme. Smooth handover is key and IHT will be present tomorrow and next week for New HT. Last 13 weeks have been immensely enjoyable and this school has so much potential.</p> <p>Chair thanked IHT on behalf of Board. He went on to say it was a pleasure working with IHT and expressed gratitude for everything IHT has done. Chair echoed thanks to AHT-A&C for all his work and support.</p>	
9.	<p>Strategic Direction</p> <ul style="list-style-type: none"> School Development Plan <p>IHT advised that she has worked with SLT to evaluate and create current SDP. Now been RAG rated and embedded into SLT Meetings. It reflects the plan for the whole year hence unlikely to see many in Green at this time of year.</p> <p>Chair asked for main areas of concern.</p>	

	<p>IHT highlighted Teaching & Learning. Launch of whole school literacy & numeracy strategy. AHT-A&C confirmed that elements had been launched but as at developmental stage, outcomes are not yet apparent.</p> <p>MT joined meeting at 17:54.</p> <p>IHT also highlighted section on developing Middle & Phase Leaders. A comprehensive training programme has been developed by AHT-A&C but will need time to embed.</p> <p>Governor congratulated SLT for number of Greens on SDP and asked if all items were Green would we be outstanding?</p> <p>IHT advised that it would be rare to get all Green as some items are always ongoing such as Safeguarding. Others are linked to Management & Leadership and although priorities for the school, are not necessarily linked to Ofsted criteria. 3 years of Data required for improved rating. Currently there is an absence of hard Data due to the Pandemic. Ofsted are unlikely to look at our internal data.</p> <p>Governor pointed out that no SMART objectives set in SDP. It has to be clear what is next and the timeline. RAG rating is too high level.</p> <p>IHT agreed, at this stage, SDP has articulated what school wants to do.</p> <p>Chair concerned that SDP does not reflect a cost impact and needs to be discussed with new HT.</p> <p>No further questions.</p> <p>Chair adjourned meeting at 18:10</p> <p>Meeting reconvened at 18:20.</p>	Chair/HT
10.	<p>Finance</p> <p>Chair welcomed everyone back to meeting and handed over to Chair of Enterprise Committee (COEntC) as items would have been covered at the Enterprise Committee Meeting.</p> <ul style="list-style-type: none"> Annual Report & Audited Accounts <p>COEntC referred to detailed Paper and his intention to highlight key messages from the External Auditor (Price & Co). Meeting took place a week ago. They praised the financial position of the school having gone through a number of difficult years with necessary budget cuts. They paid tribute to work of DFA and Finance Team for the systems they have put in place and the improvements they had made in understanding finances and building in resilience. They observed that the processes were now working well. COEntC pointed out Pensions Fund deficit and explained that all schools are in the same position. Auditors have said that it is outside the control of the school. They gave accounts clean bill of health. COEntC invited DFA to comment.</p> <p>DFA advised that we received additional Pupil Premium income (53.5K) last year which needs to be carried forward to current year. Difficulty in spending it last year due to restrictions of lockdown. Covid Catch Up Premium will go towards Counselling. Some Capital works (e.g. fencing) did not go ahead over the summer break due to lack of materials. Some of this work has now been completed therefore operational surplus to be carried forward will need to be reduced. Other than slight amendment the Accounts can be signed off.</p> <p>Chair agreed meeting with Auditors was positive and they were complimentary about school.</p> <p>Chair noted that Internal Audit will need to be carried out next year.</p> <p>Governors agreed Accounts.</p> <ul style="list-style-type: none"> 3 Year Forecast <p>COEntC noted that DFA had been doing a lot of work to provide Forecast. He observed that there are a number of assumptions (pupil numbers, future finance from Govt) made in forecast which are outside of school's control. Each Year shows a small surplus which means we can start putting aside money for some capital improvements and other projects which the school wants to undertake. New HT will be inheriting a school in a financial position where he has the opportunity to do more than perhaps his predecessors could. The 3 Year Forecast demonstrates that new HT is joining the school at an exciting time. COEntC invited DFA to highlight any specific risks in Forecast. DFA advised that staffing is the main budget line and needs to be closely monitored. Within this is</p>	DFA/HT

	<p>an uplift for HR Manager role which may still need to be adjusted as it impacts 3 years. Capital works still an issue.</p> <p>Governor queried Nursery income in forecast.</p> <p>DFA explained that the figure is based on what we have been previously offered. Met with Hunt Commercial yesterday and have asked them to examine potential and associated costs for Oasis building. Will feedback at Enterprise Committee Meeting. They will also return and carry out a market review on Masters House.</p> <p>Governor noticed that assumptions had been made on admissions in forecasting.</p> <p>Governor wants better understanding of 6th Form Strategy and needs consistent figure in budget forecast. The Business Plan needs to inform the Marketing Strategy rather than vice versa.</p> <p>DFA explained that the figure is one that errs on side of caution and would expect it to go up.</p> <p>Governor offered his time to look at Business Plan and Marketing Strategy with the new HT.</p> <ul style="list-style-type: none"> • CIF Bid Appeals Update <p>DFA reminded governors that original bid had been turned down and we appealed. This was also rejected. Disappointing as bid for roof was only 1 point short of being awarded. We will resubmit for 15 Dec with a more in depth report and survey. Bid for boiler is a bit more difficult as we have 3 boilers. We're operating on 2 and if required we can operate on 1. We've been lucky in that we've never had to close the school because of the boiler issue. Report provided by contractor around condition of boilers and difficulty in obtaining parts to repair. We've also included move away from Gas to green technology.</p> <ul style="list-style-type: none"> • Energy Costs <p>Chair questioned position of school with regards to Energy Supplier in light of increased energy costs nationally. DFA advised that our 5yr contract has come to an end. Tendering process undertaken and we are now tied into a 2yr deal. Costs will be examined for impact on 3 Year Forecast. Chair asked for this to be examined for Enterprise Meeting.</p> <p>Governor queried whether green energy supplier had been instructed.</p> <p>DFA confirmed that it has and more information will be provided at the Enterprise Meeting.</p> <ul style="list-style-type: none"> • Admissions Update <p>Chair of Admissions (COA) gave an outline of numbers and potential intake. Closing date for new Primary intake applicants is 15 Jan 2022. We have several vacancies across year groups in Secondary which is very unusual.</p> <p>Governors asked why there was a drop in numbers.</p> <p>IHT advised that there is a fall in pupil numbers in Eastbourne and we are seeing more children being moved to home education as a result of lockdown and Covid.</p> <p>AHT-SEN advised that several students in Secondary have been granted EHCPs and moved to specialist schools or home education. Experience in lockdown given parents more confidence in latter. Same true in Primary.</p> <p>Governor pointed out that home educated children have to be monitored by the local authority. Perhaps a Nursery would attract more numbers to the school.</p> <p>COA clarified that there is no link with Nursery and Reception intake unless there is a change in admissions policy and criteria. Change would require an consultation 18 months in advance.</p> <ul style="list-style-type: none"> • Pay & Progression <p>Chair confirmed that a panel of governors had met and approved SLT proposals for senior staff.</p>	<p>DFA</p> <p>MG/HT</p> <p>DFA</p>
11.	<p>Monitoring</p> <ul style="list-style-type: none"> • Schedule Update <p>Chair thanked governors who had commenced Monitoring Visits. Chair thanked AHT-A&C for sending all governors template to assist the visits. Governors should liaise with each other and then arrange their visits with the SLT who lead in that area.</p> <p>Chair himself and Governor have already been into Secondary & 6th Form to monitor PHSE & RSE. Visit to Primary scheduled in for January.</p> <p>Chair emphasised importance of Monitoring Visits for both Governing Body and School.</p>	

	<p>Governor & Chair offered their support in assisting Governors with preparation and report writing involved in their visit. Chair also directed Governors to The Key for assistance too.</p> <ul style="list-style-type: none"> • Visit Update <p>Safeguarding Lead Governor highlighted items covered in her visit with ADSL. Importance of staff logging incidents correctly by name in My Concern was discussed at some length and will be covered again in training. Governor remarked on the meticulous nature of the work done by the HR Manager on the Single Central Register. Very sad to see her go.</p> <p>Chair agreed that it was key to log incidents correctly. Chair acknowledged tremendous work of HR Manager and will be a great loss. Reason for leaving is career progression in the Private Sector.</p>	
12.	<p>Parent Focus Group</p> <p>Chair thanked the 2 Parent Governors for leading on this. Date in the diary for 20 January for a Parent Forum and to invite parents into school. In view of the changing situation with Covid, General agreement to postpone this until March.</p> <p>General agreement for a structured first half with second half open to questions from parents.</p> <p>Governor pointed out that meeting might attract more parents if done online with the new HT being present at the start to introduce it.</p> <p>Governor offered to talk through topics raised in previous Parent Meetings over the years with Parent Governors to assist them in organising this one.</p> <p>IHT advised that she had meeting with parent last week who is Chair of FOGH. They have fund sitting with them and are keen to restart.</p> <p>Chair directed Parent Governors to go through School Comms Teams when the time came to advise parents of forthcoming meeting.</p>	GM/ON & MG
13.	<p>Safeguarding</p> <p>Chair noted that ADSL has provided a Paper in her absence.</p> <p>Referring to the Paper IHT noted that statistics show that issues logged on My Concern have steadied since September. Paper shows the breakdown of those concerns. Place2Be, a new provision which provides counselling, has a large waiting list. There are constant social care and 4 LADO referrals made to the local authority. Significant training programme in place particularly focused on Peer on Peer abuse. Several assemblies with students undertaken on the Prevent Agenda (bullying, cyber safety etc.). This is a constant ongoing programme. Developed a more positive relationship with local police officer in terms of supporting us with students who have been on exclusions. Plans are in place for further training for both staff & students next term.</p> <p>Governor queried whether all staff have completed training and how they are logged.</p> <p>IHT confirmed that ADSL monitors who has completed training. Staff have been allocated time as part of their CPD for the training.</p>	
14.	<p>Policies</p> <ul style="list-style-type: none"> • Pupil Premium <p>AHT-SEN presented paper. He explained that Pupil Premium is a fund to support pupils identified as disadvantaged (eligible free school meals, looked after etc.). Represent about 20% of our overall student population. A sizable amount but this is under the national average. Key change this year put in place by DfE is a Strategy Document. Strategy will be sent to the 2 Pupil Premium Governors initially and it will be discussed at the next Education Committee Meeting. Move to ensure that schools look at these strategies every 3 year rather than annually. Focus on why and where we are putting intervention strategies in place by using evidence based reasons. We're required to explain how we're supporting students in (1) teaching support (2) targeted academic support (3) wider strategies (e.g. attendance, behaviour, wellbeing). Fund allocated to us this academic year is linked to interventions already in place to support students. We've identified challenges affecting this cohort of disadvantaged students as (1) consistency of excellent classroom practice (2) impact of Covid on academic practice, social and mental health on students (3) lower literacy levels (4) link between disadvantaged students and those with SEND (5) complex family circumstances.</p>	Edu Comm

	<p>This is a 3 year strategy and our desired outcomes for July 2024 are to (1) reduce progress and attainment gap to national average (2) 90% of lessons deemed excellent standard (3) 90% of students reading at age appropriate level. 10% in school have SEND and therefore would struggle to reach age-appropriate levels. (4) soft data to be comparative between advantage and disadvantaged students. Data such as attendance, punctuality, behaviour points, involvement in extra-curricular activities, parental engagement in parents evenings.</p> <p>AHT-SEN outlined spending attributed to elements of Strategy such as CPD, targeted academic support, diagnostic assessment, intervention programme, progress monitoring, music lessons, trips, summer school.</p> <p><u>Governor questioned</u> whether spending outlined is equal to the total figure available in PP fund. AHT-SEN confirmed that it was.</p> <p>Governors & Chair all complimented AHT-SEN on clear presentation and offered thanks.</p> <p><u>Governor observed</u> Covid had impacted reading age of disadvantaged students by lowering it. <u>He questioned</u> how this informed the Strategy spend.</p> <p>AHT-SEN advised that Primary Phase already carried out an assessment of reading age. Secondary will be done in January and from then interventions will be carried out to then measure again at the end of year.</p>	
14.	<p>Any other urgent business</p> <ul style="list-style-type: none"> • Lead Governor for Careers reminded everyone that 12 January is the Year 9 Careers Day. If anyone would like to volunteer themselves or anyone else to talk to the children then please contact the school. • Chair regretted no social could take place for the Governors before Christmas due to rising Covid numbers. Hopefully this can take place in the New Year. 	
15.	<p>Confirmation of future Governor Meeting Dates for 2021/2022</p> <p>FULL GOVERNING BOARD: 28th April 2022 7th July 2022</p> <p>EDUCATION COMMITTEE: 10th February 2022 19th May 2022</p> <p>ENTERPRISE COMMITTEE: 13th January 2022 17th March 2022 16th June 2022</p>	
	<p>Meeting Closed Chair thanked SLT, all staff and governors and closed the meeting at 19:45</p>	