



Board of Governors Meeting -Minutes

Date: 13 October 2016 **5:15pm** **Location:** Gildredge House – The Hub

Present: Julian Mace (JM) Chair, Louise Baxter (LB) Vice Chair, Gabrielle Mace (GM), Adam Molloson (AM), Steven Blower (SB), Trevor Scott (TS), Rachel Moreton (RM), Neil Best (NB)

Ex officio: Lea Gilbert Head Teacher (HT)

In attendance: Janice Logan (DFA), Paul Barber (DHT), Danny Simmons (AHT), Jenny King (JK)

Apologies: Graham Walker (GW), Nicola O Donnell (NoD), Paul Amos (PA), Aidan Delaney (AD)

Clerk to Governors: Helen Archer (HA)

Item	Detail	Action	Date
1.	Welcome and apologies for absence		
	Apologies received with reasons for absences. Apologies accepted by FGB.		
2.	Declarations of Interest		
	No declarations of business/ conflicts of interest were raised for this Agenda.		
3.	Governance		
3.1	<p><u>Minutes</u></p> <p>Minutes of the FGB meeting held on 15.09.16: -A couple of small comments/typos were highlighted by Governors. Manuscript amendments were made by the Clerk and signed by the Chair. The minutes were then approved and signed.</p> <p>ACTION: Clerk to replicate the above amendments on the final online version of the Minutes, before saving and passing to Communications Manager for publishing on school website.</p> <p>The P&P 15.06.16 minutes will be signed at the next Enterprise Committee meeting/FGB.</p>	Clerk	ASAP
3.2	First item for PINK PAPER		

	<p>5:20pm HT, DHT, AHT, DFA join the meeting.</p> <ul style="list-style-type: none"> Recruitment of the new Head is on-going. Chair explained the proposed Head Teacher Recruitment Panel for recruitment of the new Head, consisting of: JM, GM, LB, TS, NoD, JK plus a consultant Local Authority Education Advisor Lesley Young (at a cost of £500/day capped at a proposed 2.5 days). Governors confirmed their approval of the Panel. 		
3.3	<p><u>Head Teacher Performance Review</u></p> <p>Chair confirmed the intention to conduct this as soon as possible after half-term.</p>		
4.	<p>Matters arising not already on this Agenda</p>		
4.1	<p><u>Actions from previous FGB's:</u></p> <p>ACTION: Clerk to carry forward on-going actions to November FGB and circulate reminders to each responsible Governor.</p>	Clerk	ASAP
4.2	<p><u>Foundation Update</u></p> <p>JK took Governors through a presentation on the GH Foundation and explained the need for the Foundation given limited funding the school has as a state school. Points made were:</p> <ul style="list-style-type: none"> The Foundation has independent charity status and is made up of parents, school Trustees and the FOGH President. The pavilion/changing rooms is the first proposed fundraising project. JK requested Governors keep the Foundation in mind at all times when meeting people. There is a link to the Foundation on the school website. A gala dinner to raise funds is proposed for the end of April. <p>Governors thanked JK for her presentation and for all she is doing for the school.</p>		
4.3	<p><u>Election of Enterprise Vice-Chair</u></p> <p>TS explained how NB had previously acted in this role but can no longer continue due to work commitments. PA has offered to take on this role going forward. Majority of Enterprise Committee members voted in favour of PA becoming Vice Chair of Enterprise Committee.</p> <p>ACTION: Arrange for training for PA.</p>	Chair/Clerk	ASAP
5.	<p>Chair's Correspondence</p>		

	The Chair shared details of a letter from Ofsted regarding the complaints culminating from the safeguarding incident that happened back in May this year. Ofsted have confirmed they are satisfied no further action is required.		
6.	School Development Plan/School Performance		
6.1	<p><u>Monitoring</u></p> <ul style="list-style-type: none"> • Monitoring visits to take place the first two weeks after half term. • <u>Safeguarding:</u> <ul style="list-style-type: none"> ○ Chair and RM to arrange a date with PBa/DSi for this safeguarding monitoring visit. Visit to take place on 1st November 2016 • <u>6th Form:</u> <ul style="list-style-type: none"> ○ In this monitoring visit GM/GW/LB will look at Alis data, student leadership, 6th form student experience and quality of teaching ○ General discussion followed regarding a suitable date for this monitoring visit to take place. • <u>Science</u> <ul style="list-style-type: none"> ○ Science to be incorporated into 6th form visit where pertinent to 6th form. Rest of school science presented as paper in response to questions raised by governors to H of Science 	<p>Chair/RM/PBa/DSi</p> <p>GM/GW/LB/DTo/PBa</p> <p>GM/LB/GW/MAI</p>	ASAP
6.2	<p><u>Risk Register</u></p> <p>It was confirmed AHT will present the Risk Register at the November FGB.</p> <p>HT took Governors through the Register at this meeting.</p> <ul style="list-style-type: none"> ○ Red in 9 areas. HT updated Governors on these 9 areas. 7 areas are in strategic, 2 are in financial. ○ SLT are working on the next Risk Register Report, which Governors will have with the papers for the November FGB. <p>ACTION: HT to send Governors updated Risk Register Report for next FGB.</p>	<p>DSi</p> <p>HT</p>	By 31 Oct
	<ul style="list-style-type: none"> ○ HT confirmed that within a few days from this FGB meeting, 9 areas will be reduced to 3. ○ 2 of these 3 areas are green. The rest are amber (ie, “economic & natural disaster/ICT (including Sharepoint)/ parent surveys). ○ The 3 remaining red areas are: <ul style="list-style-type: none"> ▪ 1.2.2 -Failure of school to produce open and regular management accounts (HT explained this is due to workload being overtaken by Draft Recovery Plan activity) <p><u>Governors challenged SLT as to when Governors will receive regular management accounts.</u></p> <p>DFA replied it is hoped these will be provided by the end of November.</p> 		

	<ul style="list-style-type: none"> ▪ 4.1.1 -Failure to ensure school maintains overall financial control regarding the budget. ▪ 4.10.1 –Failure of school to make provision for contingent liability risk (especially regarding pensions liabilities). <p><u>Governors asked when the next evaluation regarding pensions will be:</u> DFA replied these can be sent through now. It is an annual evaluation.</p> <p><u>Governors indicated this is a significant risk as we should expect employer contributions to go up.</u></p>	DFA	ASAP
	<ul style="list-style-type: none"> ○ There are 6 new red areas, ie added risk from: <ul style="list-style-type: none"> ▪ Deficit recovery plan and associated actions. ▪ Operational and compliant: HT and deputy head recruitment – risk to existing senior staff. <p><u>Governors highlighted financial concerns of these additional red areas.</u></p> <p>A general discussion followed as to why those specific areas are red.</p> <p>HT explained the operational area is kept red to emphasise the perceived need to recruit a skilled deputy head.</p>		
	<i>6pm NB joined the meeting</i>		
6.2	<p><u>Risk assessment re 24/class option</u></p> <p>Governors were given some background to the risk assessment:</p> <ol style="list-style-type: none"> 1. To ensure compliance with welfare issues (code: amber. For example, HT explained how it was apparent to staff that years 7 and 8 now completely filled the atrium and AM commented that changing rooms are full to capacity). 2. Constrained abilities of SLT as the school grows. 3. Site accommodation. The importance of conducting a site visit/increased risk re public liability/car park problems etc. 4. Importance of ensuring everyone understands the school’s policies and procedures. <p><u>Chair asked whether anything unexpected has arisen as a result of increased year 7 numbers.</u></p> <p>DSi explained the issues with lunch-time and queues getting longer (with consequential impact on behaviour)/not enough seats. A general discussion followed regarding lunch – whether to provide hot and cold options to speed up the queuing system/whether pack lunch students sit elsewhere/whether years and lunch times could be split. HT acknowledged the need for a review.</p>	<p>Review</p> <p>RM and JM to monitor behaviour</p> <p>01.11.16</p>	ongoing

6.3	<p><u>Insurance quotes for long term absence cover</u></p> <p>DFA explained that this is expensive. Quotes are currently being sourced. <u>Chair asked whether other schools take out this cover.</u> DFA replied that it is not common given its expense.</p> <p>ACTION: Quotes will be sourced and provided to Governors for next FGB</p>	DFA	By 31 Oct
6.4	<p><u>Staff Survey</u></p> <p>HT highlighted there is now a total of 114 staff in the school.</p> <p>Two main issues have emerged:</p> <ol style="list-style-type: none"> 1. Workload 2. SLT needing to be clear re communication. <p>HT explained how the information is there (in the form of the Staff Supplement) and all staff need to continue to be encouraged to refer to this. Staff Sharepoint is not yet in operation.</p> <p>HT also relayed how the 1265 working hours directive has been adopted, which helps everyone understand the workload of the staff and gives reassurance that demands on staff are not burdensome.</p> <p>HT shared with Governors the current investigation of reworking the timetable, which has conflicting responses from staff.</p> <p><u>Chair asked whether there is a staff welfare group</u> HT confirmed there is, which meets regularly. HT receives minutes of this group.</p> <p><u>Chair asked whether all points raised from this group are addressed.</u> HT confirmed all points raised are responded to.</p> <p>DFA also mentioned how staff have been curious to know what SLT's daily work load involves.</p> <p>AM shared how 13 members of staff attended the recent welfare group meeting. DFA suggested the group could be encouraged to relay positive issues as well as complaints.</p> <p>Chair and LB will attend the next staff welfare group meeting (re Head recruitment), however it will be made clear to staff the governor remit is to not get involved in operational issues.</p> <p><u>Governors asked whether there had been any negative feedback on the decision not to pay any allowance.</u> HT replied there had been none.</p> <p>Action: Update on staff feedback regarding lack of pay allowances- paper to be provided to Governors for next FGB.</p>	<p>Chair and Vice to attend Nov meeting and feedback</p> <p>HT</p>	<p>Nov</p> <p>31 Oct</p>

7.	Finance/Budget <i>(See notes later on in Minutes)</i>		
8.	Review of Policies		
8.1	<u>Safeguarding</u> PBa gave Governors a comprehensive update on the safeguarding practice review and the work undertaken with East Sussex ISEND Agency and with Sandi Buttry as a result of the summer term safeguarding incident This work included: <ol style="list-style-type: none"> 1. A record keeping exercise at the start of this term, to align the school's existing system with County's policy (requiring a newly created file after every incident). 2. The importance of reviewing files. This urgently needed overhauling. After 2 weeks, HT explained how exceptional progress had been made to the above areas. PBa was congratulated for this progress. The next review was extremely thorough. HT drew up a list of 50 areas needing to be addressed. In summary, 'serious inadequacies' were: <ol style="list-style-type: none"> 1. Recording of welfare issues. 2. Areas that pose a risk to students on site. 3. Attendance and admissions register format to be changed. 4. Single central register format. 5. Staff code of conduct must be introduced. Points 3, 4, and 5 above have now already been achieved. ISEND team consider that the school has the capacity to make changes, all the remaining areas can be remedied quickly and by the end of term. DHT explained the earliest we could expect a revisit is w/b 21 November 2016 Governors, HT and DHT agreed Safeguarding should continue to be an item on all FGB agendas.	Clerk –agenda item	Ongoing
	<u>Governors asked whether a breakdown of the financial implication for addressing safeguarding issues could be provided to Governors.</u> DSi explained it was too difficult to address every area. DFA confirmed there was nothing budgeted to address this area although we can expect £9.5k for 'new schemes'. HT highlighted the importance of doing an annual health and safety audit. <u>Governors highlighted the importance of the Enterprise Committee examining the financial implication of addressing these areas.</u>	HT/RM/JM	TBC
	PBa took Governors through the safeguarding update paper, presented on the night.		

	<p><u>Governors asked how the bullying figures in the paper compare with other schools.</u> PBa replied that the figures compare favourably, and Governors noted the levels in years 7-10 are quite low.</p> <p><u>Governors noted the paper needs to include figures for the Lower School.</u> PBa agreed to add in these figures.</p> <p>Governors noted and gave praise on the high student attendance figures. Generally above 95%. Some concern was raised regarding persistent offenders.</p> <p>PBa explained ONCA – the On Call Facility, introduced this year. <u>Governors asked what students do during time spent in ONCA.</u> PBa explained they have scheduled work set by teachers.</p> <p><u>Governors asked who mans ONCA</u> PBa replied that it is manned by school teaching staff. It was agreed this came at a cost to the school. ONCA has been in place for 6-7 weeks now and is due for a review. HT acknowledged the importance of looking into how ONCA is staffed going forward.</p> <p><u>Governors asked why all pupils who have been put into isolation are boys.</u> PBa acknowledged this should be investigated further and whether this correlates with a prior attainment need.</p> <p>It was agreed RM and JM would look at this Safeguarding Update paper in more detail.</p> <p>Governors thanked PBa for his work on this area.</p>	<p>PBa</p> <p>HT</p> <p>JM/RM</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p>
9.	Governors’ Self Review Exercise		
	It was agreed this agenda item would be carried over to November’s FGB.	Clerk-Agenda	Nov FGB
	<i>7pm Governors had a 15 minute refreshment break</i>		
7.	Finance/Budget		
7.1	<p><u>Update on Draft Recovery Plan</u></p> <p>DFA updated governors that final draft recovery plan has now been sent to the EFA. Enterprise Committee_Governors were involved in approval of the final plan, which also went through the audit and accounting team.</p> <p>The EFA have now asked DFA for 2015/16 accounts. DFA is expecting an update by 14.10.16.</p> <p>A significant piece of work will now need to be carried out for ‘Plan B’ (further cost savings)</p> <p>DFA highlighted the lengthy procedure, as often 3-4 weeks can pass for EFA to reply on specific questions/areas.</p>		

	<p>DFA explained the background of start-up grants. The current fear is the reputational damage regarding the 6th form (part of the commentary to the EFA was 200 in the 6th form, which has not materialised).</p> <p><u>It was asked whether the school has looked into why students left after the first year.</u> SLT confirmed this is being investigated now and acknowledged a wide range of factors.</p> <p><u>Governors asked what the school is doing to convert those showing interest to enrolling?</u> DFA explained how more offers were declined than anticipated. It was acknowledged the need to consider over-offering places in future to compensate for students not taking up places.</p> <p><u>Governors asked whether there's anymore that could be done to engage students earlier on/how we can improve marketing the 6th form.</u> <u>Governors shared concern with slow marketing of the upcoming 10th November open evening.</u> HT acknowledged the need to hold daytime tours and look into further marketing of the 6th form open evening, including a greater push via social media.</p>	HT/DTo	
	<p><u>Governors challenged the recent recruitment in the school newsletter given the current agreed freeze on recruitment.</u> A general discussion followed detailing the specific roles being advertised. Governors reiterated agreement to freeze <u>ALL</u> recruitment, even if such posts are replacing existing staff (and therefore do not incur additional spending).</p> <p>It was agreed Governors' approval is needed for recruitment of all posts, given the potential opportunities for financial savings.</p> <p>HT highlighted the importance of support staff for safeguarding issues. Governors appreciated the pressure here on support staff but emphasized the importance of taking the recruitment freeze seriously.</p> <p>DFA acknowledged Governors' concerns there. It was agreed all recruitment of both new staff and replacing existing staff should go through Chair of Enterprise</p> <p>ACTION: all costings relating to the above to be passed to Chair and Vice Chair of Enterprise, with accompanying explanation.</p>	DFA	ASAP
	<p>A Governor shared a request she had received for a Teacher Responsible for KS3 for English. A discussion followed whether there was a need for this and the possibility of covering this role using existing staff. It was agreed to ask Head of English to provide a business case for this role.</p>	Vice Chair	ASAP
7.2	<u>ICT strategy/procurement review update</u>		

	<p>GW will present this at the November FGB.</p> <p>HT requested the current urgency of governor approval for addition to phone system. The Chair pointed out that a key governor was not included in the email correspondence and this led to a breakdown in communication. There was some discussion on whether the process was ultimately still flawed as the quotes were for a specific and not a generic phone system.</p> <p>ACTION: DFA agreed to email request to GW and AD, copying Chair and Chair of Enterprise.</p>	<p>GW</p> <p>DFA</p>	<p>Nov FGB</p> <p>ASAP</p>
7.3	<p><u>Masters House/CIF Fund</u></p> <p>SB took Governors through the current plan to obtain extra funding with the potential to add capacity for expanding the 6th form. There is a short window for applying for the CIF Fund of 6 weeks. Companies are available who could bid on our behalf. The closing date is 15 December.</p> <p>Chair asked whether this could be done on a ‘no win no fee’ basis.</p> <p>Governors discussed whether the deadline this year could be realistically met. The impression Governors had was it was better to have a more thorough submission.</p> <p>HT advised that Net capacity assessment would be invaluable in submitting bid. HT advised that David Friend (used by original planners) would do this for us at a cost of £3k. Chair pointed out need to get 3 quotes for this service</p> <p>ACTION: SB to contact the Council to investigate the Change of Use of Masters House and investigate the ‘no win no fee’ basis for external companies.</p>	<p>SB/GW</p> <p>SB</p>	<p>Dec 2017</p> <p>ASAP</p>
8.	Policies		
8.2	<p><u>Attendance Policy:</u> Governors approved</p>		
8.3	<p><u>Staff Conduct and Discipline Policy:</u> HT still to finalise flow chart</p>	HT	ASAP
8.1-8.9	<p>It was agreed SPG will look at all statutory policies and link each one with an individual governor. SLT to review policies initially, and linked governor to review before ratification by GB.</p> <p>ACTION: Governors to send to Clerk all typos/comments on policies circulated with Agenda, for Clerk to collate (where appropriate) and forward onto HT.</p>	<p>HT/SPG</p> <p>All/Clerk</p>	<p>Jan SPG meeting</p> <p>ASAP</p>
8.10	<p><u>Positive Handling policy:</u> Although this paper had not been distributed to Governors prior to the meeting, RM as Safeguarding governor assured Governors of her approval of this policy.</p>		
10.	Any other urgent business		

	<p>Chair explained that HT sought permission from the Board to travel to Kenya 5th-7th December and will be back in school on 8th December. All Governors agreed to this term-time leave request.</p>		
	<p><u>Committee Updates</u></p> <p><u>Education Committee:</u></p> <ul style="list-style-type: none"> • LB asked all Education Committee members to relay to her the areas on which they wish to lead. • Report on Prep & twilight will be presented to Governors in the November FGB. • <u>Year 9 Monitoring visit:</u> <ul style="list-style-type: none"> ○ LB to pick up science issues with Matt Alker ○ LB to request written update on attainment progress in middle school science. • <u>6th form:</u> <ul style="list-style-type: none"> ○ The date on the FGB Agenda of the monitoring visit is incorrect and should be 26.5.16. ○ November monitoring visit will track all outstanding issues. ○ Looking at monitoring consistency in: <ul style="list-style-type: none"> ▪ Tutor role. ▪ Student leadership. • <u>Lower School</u> <ul style="list-style-type: none"> ○ No concerns arising from the stats presented by CGe. ○ LB to look at data in more detail with CGe and report to committee. <p><u>Admissions committee:</u></p> <ul style="list-style-type: none"> • Year 7 applications close 31st October. • First preference applications numbers are currently down slightly from last year but a flurry at the end is expected. • Lower school deadline is not until 15th January. <p>Admissions Committee governors appealed to all Governors to come along to open day events/ new parent events/ parents evenings.</p> <ul style="list-style-type: none"> • GM to circulate calendar to Governors of events coming up. • Consultation Document <ul style="list-style-type: none"> ○ 2018/19 suggested policy changes. ○ LGi took Governors through the Consultation Document and explained the requirement to make a submission to the Secretary of State to increase net capacity figure ○ 6 week consultation period to start 31 October. ○ 2 evenings: 1st Nov for GH Community 15 Nov for wider community <p>GM asked for Governors to attend and will confirm the time.</p> <ul style="list-style-type: none"> • All Governors agreed to the Consultation document. 	<p>GM, AD, RM</p> <p>LB LB</p> <p>LB</p> <p>All Governors</p> <p>GM</p> <p>GM</p>	<p>ASAP</p> <p>ASAP Nov FGB</p> <p>ASAP</p> <p>Ongoing</p> <p>ASAP</p> <p>ASAP</p>

	<p>LB and GM encouraged all Governors to feed back any questions on Education and Admissions to LB and GM respectively.</p> <p><u>Enterprise/P&P committee:</u></p> <ul style="list-style-type: none"> • Union agreement is now finalized. First Union meeting is scheduled between half term and Christmas. • All other agenda items for this Committee to be carried forward. 	Clerk	Nov FGB
11.	Review upcoming meeting dates		
	<p>8.11.16 FGB: Governor self-review</p> <p>8.12.16 FGB: Chair proposed cancelling due to this being the same day as the Head Teacher interviews. However, DFA explained that accounts will need to be ratified on that date. It was therefore agreed to continue to have a brief meeting on this date in order to clear the accounts.</p> <p>ACTION: DFA to circulate accounts prior to the December FGB</p>	DFA	By 29.11.16 (ie papers for Dec FGB)
	<i>Meeting closed at 8:50pm</i>		