



Education Committee Meeting - Minutes

Meeting Date: Thursday 25th January 2024
Meeting Venue: Teams
Meeting Time: 5:15pm

Governors: Lea Owen, *(LO)*, Committee Chair
Joyce Swann, *(JSw)*, Committee Vice Chair
Firle Beckley, *(FB)*
Nicoleta Uzorka Ion, *(NUI)*
Katharine Paradas, *(KP)*

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

Also in attendance: Richard Thornhill, *(COG)*, Chair of Governors
Tom Addems, *(AH-I)*, Assistant Head – Inclusion
Jemma Graffham, *(DH-BA&S)*, Deputy Head – Behaviour Attitudes & Safeguarding
Vickie Jenkins, *(HOS)*, Head of Secondary
Dominic O’Driscoll, *(AH-CL)*, Assistant Head – Culture for Learning
Helen Punter-Bruce, *(HOP)*, Head of Primary
Danny Simmonds, *(AH-PD)*, Assistant Head – Personal Development
Matt Stephens, *(AH-P&PSEN)*, Assistant Head – Primary & Primary SENDCo
James Towner, *(DH-QE)*, Assistant Head - Quality of Education

Clerk to Governors: Rif Aslam (RA)

Apologies: L Baxter *(LB)*, G Mace, *(GM)*

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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 welcomed CDy and Student Leadership Team. • Chair accepted apologies for absence from GM and LB, delay from JGr and acknowledged technical difficulties JSw was having in joining. • Chair advised that JSe had moved to Enterprise Committee and MB had resigned. 	
2.	<p>Declarations of Interests There were no declarations of interest made.</p>	
3.	<p>Minutes of previous Education Committee Meeting</p> <ul style="list-style-type: none"> • Chair confirmed that previous Committee Minutes were signed off in December FGB. 	
4.	<p>Student Leadership Team</p> <ul style="list-style-type: none"> • CDy introduced members of the Student Leadership Team from both Primary and Secondary phases. <p>JSw joined the meeting at 17:22</p> <p>CDy explained that the 6 Senior Leadership Team students had been working closely with other year groups and increasingly with Primary since October. Uptakes higher each year. Students focus on 6 areas and set objectives. Each student went on to speak about their own area.</p> <ul style="list-style-type: none"> ○ Student Voice – last year they wanted the toilets improved and that was done. Looking to install TVs around school as information boards for students. ○ Eco School – reestablished planting beds in Eco Garden. Weeded out areas. Regained our Green Flag status. Involvement in local area through attendance at East Sussex County Council Climate Summit. Primary student reps have been running assemblies and an Eco Club during Wednesday lunchtimes. ○ Values – student spoke of after school activities which would lead to a qualification such as First Aid. Mandarin was another suggestion as was appointment of Care Students. The latter being a point of contact for students for issues at break times. Request for more awareness of religions, LGBTQ and charities. Primary spoke of handing out value certificates/badges in assemblies and meeting regularly with senior students to discuss ideas. ○ School Environment – focus has been setting up the library. Requested ICT rooms be made more accessible and seek to have student leadership team as library monitors. Would like VR specialists to help students who are struggling. Primary students have been going round classrooms surveying students for wishes. ○ Celebrations – request for celebration wall in atrium for all students to celebrate aspire points, DoE awards etc. They would also like to introduce a teacher award. Celebrate different cultures for example Chinese New Year. ○ Sport – aspiration for more variety of activities and use facilities we already have but to reorganise them in a different way. Suggestion by Primary to convert MUGA to an astroturf area. After school activities to include karate. <p>Chair thanked students and expressed her pleasure and amazement with the breadth of areas and detail in the presentation, all of it driven by asking the students themselves what they want.</p>	

	<p>Chair asked whether any of the requested items will be covered in the forthcoming Enterprise Committee Meeting.</p> <p>COG advised that whilst not a specific agenda item, he has met with EHT and DFA recently to discuss future spend.</p> <p>COG requested that Student Leadership put forward specific projects that require funding to EHT who will then approach Governing Board if necessary.</p> <p>AH-PD advised that he is now the SLT lead for Celebrations and requested the that Senior Student Leader meet him tomorrow to discuss the Chinese New Year as it is imminent.</p> <p>Chair commended students who presented for their eloquence, confidence and passion.</p> <p>Chair enquired which year groups the Primary Leaders were from. Students advised Years 5 & 6.</p> <p>Chair asked how Student Leaders were able listen to all students. CDy explained that they carry out surveys and feedback from Presentations. Hop added that in Primary the student council reps go into classes to gather views. They then feedback to the Student Leadership.</p> <p>Chair thanked everyone for attending.</p> <p>Students and CDy left the meeting at 17:40</p>	
5.	<p>Executive Summaries</p> <ul style="list-style-type: none"> • Progress and Attainment – DH-QE gave an overview of the paper prepared by himself and HOP. It focused on key outcome groups from EYFS to Years 11&13. Data was taken from end of Term 2. Year 11 mock results are currently being processed. <ul style="list-style-type: none"> ○ Primary – HOP explained that baseline assessment was carried out in EYFS upon entry. Challenging cohort this year with many interventions in place to address personal, social areas of development. High level of need in behaviour and medical. This appears to be a national challenge. Phonics not as strong as last year. Put in place Parent Partnership meeting for Phonics yesterday but disappointingly only 7 parents attended. Students do need support at home with reading and writing. Progress meetings with every teacher taken place and provision maps in place and students not reaching standard are monitored closely. On the whole excellent teaching going on and some brilliant achievements. <p>VC expressed view that many EYFS settings in the private sector do not have qualified teacher input.</p> <p>VC suggested that when visits are made to EYFS settings that information is collected on whether they have any qualified teacher input. HOP agreed and explained that capacity in preschool is minimal as well as training for staff.</p> <p>Governor remarked that low turn up on Phonics may be a result of gaps in communication. HOP advised that she will be checking what went wrong. She advised that Year 4 Parent Partnership was well attended. Various strategies were discussed on how to improve communication to parents.</p> <p>Chair commented that the notice board outside school could also be utilised as many parents in Primary pick up their children.</p> <ul style="list-style-type: none"> ○ Secondary – DH-QE explained that Year 13 is a very small cohort and therefore issues are addressed daily. Their feedback is that they are being well supported and making good progress. Year 11 comprise of 150 students. Progress 8 scores are subject to change once results come through in summer. English and Maths hold a significant score waiting. Interventions in place to support subjects. Subject leader being supported by colleague in another school. Classes being regrouped so that all students are exposed to most experienced teachers. <p>Chair queried AP1 predicted data. DH-QE explained that both current and predicted data is collected at every data capture point.</p> <p>JGr joined meeting at 17:57</p>	

Chair requested more information about interventions. DH-QE explained that he and HOS have weekly meetings with Head of Year and Subject Heads to identify who needs interventions. Sessions will take place during February half term. HOS added that Higher Prior Attainers (HPA) children will be targeted as the mocks data so far is highlighting an issue with them.

Governor queried how every student is being monitored particularly in English which has Speech and language element to it. HOS advised that HPA students are not getting the top grades in English Language we would expect. Before Christmas lower attainers were given opportunity to watch text on film and workshops to engage them in different ways with texts.

VC noted mention in paper that staff are engaged in Action Research. AH-CL explained that at the start of the year 2 CPD sessions took place on Cognitive Load which were well received. First round of observations in Terms 1 & 2 highlighted concerns around quality of questioning and feedback. We have therefore parked Action Research on Cognitive Load to focus on questioning and feedback.

- Behaviour – DH-BA&S gave an overview of paper and highlighted improvements in suspension. Data also shows comparisons with other local schools. Also included is suspension analysis showing male/female, PP and non PP etc. Breakdown summaries across Primary and Secondary shown as well as how detention system is managed. Heads of Dept and Heads of Year based system restored to enable teachers to have ownership of the behaviours that occur in their class and the opportunity for them to have restorative conversations with the pupils concerned and build relationships. Primary brought in line with Secondary on how we record and report those behaviours to parents to ease the transition into Year 7.

Chair queried when new behaviour system was put in place. DH-BA&S advised that it was rolled out inset day at start of term. Primary is being phased in to support parents.

COG asked if there was correlation between behaviour points and the progress/attainment of subjects mentioned earlier. DH-BA&S advised that the correlation being seen is with certain students rather than subjects. Where there are patterns, we can step in. HOS confirmed that Middle Leaders are now receiving behaviour reports daily and it is an agenda item for them to examine patterns. AH-CL added that his own lesson observations do not correlate behaviour and attainment in the subjects under discussion earlier.

VC observed that during her own visits to the school this year it has been a calm and positive learning environment. A marked improvement to previous years.

Governor queried totals in P15. DH-BA&S explained that some students fit more than one criteria.

Governor asked whether it was an additional need that was triggering behaviours. DH-BA&S advised that it is difficult to say but behaviour analysis is carried out and conversations between herself and AH-I take place weekly regarding PP and SEND students.

- Safeguarding – DH-BA&S invited questions on paper. None raised.
- Attendance – DH-BA&S invited questions on paper.

Chair requested reasons for the lower Year 9 attendance figures. DH-BA&S advised that two students are in hospital, one is refusing, suspensions also have occurred and higher sickness levels. SLT receive daily attendance figures for across the school.

Chair commended drop in persistent absentee data.

EHT advised that work done on punctuality since September has been significant. DH-BA&S added that almost 1000 minutes were gained in lesson time in the last 6 weeks.

Governor asked if students with 100% attendance were rewarded. DH-BA&S advised that students are awarded with certificates and celebrated at the end of term assemblies.

- Student Pursuit Summary – since this Paper, AH-CL met students again. Year 10 student stated that lessons had improved this year with the questioning and retrieval practice

	<p>helping. The Year 5 student felt school was a happy place. Both were unprompted responses from the students.</p> <p>Governor expressed pleasure in reading report and wondered whether focus on SEND and PP students was a reflection of the work being done by AH-I and AH-P&PSENDCo. AH-CL agreed.</p> <p>Chair noted that previous reports highlighted problems and what was going to be done. Reports now highlight what you've done, and what you're learning.</p> <p>Chair congratulated SLT and thanked everyone for their input.</p>	
6.	<p>Head teacher's Report</p> <ul style="list-style-type: none"> School Development Plan – EHT referred to paper and explained that everything green is completed, amber is on track and grey not appropriate to do now. Document was reviewed at Christmas. EHT thanked and commended SLT for huge piece of work they've done to get to this point. EHT invited questions. <p>Chair echoed commendation to SLT. The Christmas review shows quality and quantity of work done and is thoughtful and insightful.</p> <p>EHT added that governing monitoring visits changed this year to align with SDP targets and wondered if this has worked as a process for governors.</p> <p>VC shared that she found new format and process focused mind. She thanked Chair and COG for developing form too.</p> <p>Governor added that it helps to hone visit and ensure that we are looking at the right things.</p> <p>VC noted collaboration between phases of school.</p> <ul style="list-style-type: none"> Student Voice Summary – AH-P&PSENDCo highlighted key elements. Majority of KS2 responded. However, it became apparent after the event that some did not have a clear understanding of the questions. HOS analysed Year 8 to Year 11 data. Some of it not as positive as we would like it to be. Asked the same questions of Year 7 at the end of Term 1 as a comparison. Their comments are far more positive. Surveys will be carried out again at the end of this term. HOS went on to say that she spent a day speaking to Year 13 individually and in groups and they feel valued and supported at Gildredge House. They feel that small numbers are helping them. <p>Governor queried how data was collected. HOS advised that Year 13 was in person discussions and all the others were online surveys which were completed in IT lessons. Future surveys will also be done online but with an additional in person small group discussions.</p> <p>Governor questioned how students who struggle to express themselves will be surveyed. HOS advised that this will be done either one to one, small groups and with the aid of the Pastoral Team.</p> <p>Governor asked if there were any surprises in the surveys. HOS thought not. Expected responses from teenagers. Questions perhaps need to be adjusted.</p> <p>Governor questioned whether survey has been fed back to students. EHT advised that he does a "you said, we did" assembly at the beginning of term.</p> <ul style="list-style-type: none"> Staff Voice/Wellbeing Pulse Survey Summary – EHT advised that staff briefings are done every Monday. Also being done is "you said, we did". Survey response rate tends to be not as high as we would like. Some categories are looking positive. Areas of focus are around increased workload due to our development journey. <p>Governor observed so many initiatives do put pressure on staff but that has been recognised.</p> <p>Governor suggested email curfew should be longer to help staff. Discussion ensued about this. General agreement that parents and colleagues should not have an expectation that emails will be read outside working hours.</p> <ul style="list-style-type: none"> Ofsted Key Messages – EHT advised that this is the most up to date version. 	

	<ul style="list-style-type: none"> The Gildredge House Through Line' Curriculum Outlined – EHT explained that document contains everything that has been done in one place. Outlines our vision for our students, values and how we deliver that curriculum and how we monitor that delivery. EHT thanked DH-QE, HOS and HOP for collating all the information. <p><u>Chair thanked</u> all contributors and acknowledged the difficulty in collating all the information.</p>	
7.	<p>Inclusion</p> <ul style="list-style-type: none"> SEND & PUPIL Premium <ul style="list-style-type: none"> KS1 & KS2 - AHP- PSENDCo gave an overview of data. Gap between PP and non PP students smaller this year than last. Greater gap this year in KS1 between EAL and non EAL students. We will be accessing EAL services in April to support students and CPD for staff. KS2 shows a larger gap between SEN and Non SEN students. Pupil progress meetings taking place in Primary as well as creating Student Support Profiles. Secondary – AH-I gave an overview of data. Comparative progress being made by SEND & PP with their non SEND & PP cohorts but more needs to be done to raise attainment. We seek to provide Interventions for these students to catch up and then keep up and support staff with training opportunities to improve practice. <p><u>Governor remarked</u> on data for reading which shows a huge improvement. AH-I agreed and advised that additional groups are attending interventions. The same will be done for Maths for Years 7 & 9 groups.</p> <p><u>Governor asked</u> whether there was any intervention for writing. AH-I advised that in Secondary where we know that there is an issue, and their writing will cause problems for them in exams we have touch type where they learn to use laptops.</p> <p><u>Chair complimented</u> level of detail in reports.</p>	
8.	<p>Admissions Update</p> <p>EHT gave a summary of current position. Number of applicants for Primary and Secondary exceeded last year's numbers.</p>	
9.	<p>Monitoring</p> <ul style="list-style-type: none"> Monitoring Visit New Proforma – Chair invited comments on document. VC advised form is directly related to SDP, therefore we know the intention and our job is to question if it is happening. New form is helpful and keeps focus. Governor echoed comments. Governor commented that one SDP target should be examined per visit. <p><u>Governors approved use of new proforma.</u></p> <ul style="list-style-type: none"> Monitoring Visits – Chair noted the visits that have taken place. Chair suggested that GH5 needed to be more embedded in students. General agreement on this aspect despite numerous assemblies and posters in classrooms. 	
10.	<p>Any other urgent business</p> <ul style="list-style-type: none"> Chair expressed her thanks to MB for her commitment as governor and noted that she has been instrumental in supporting the change that is happening. EHT on behalf of SLT thanked MB for what she has done particularly as our Safeguarding Governor. Formal letter of thanks to be sent. Chair highlighted Data Protection training which needs to be completed. Governor requested school newsletters be sent as they have stopped recently. EHT will ensure that is done. 	<p>COG/EHT</p> <p>EHT</p>

11.	<p>Confirmation of future Governor Meeting Dates for 2023/2024</p> <p>FULL GOVERNING BOARD: 14th March 2024 4th July 2024</p> <p>EDUCATION COMMITTEE: 16th May 2024</p> <p>ENTERPRISE COMMITTEE: 1st February 2024 13th June 2024</p>	
	<p>Meeting Closed Chair thanked governors, SLT and Clerk and closed the meeting at 19:29 hrs.</p>	