



Full Governing Board - Meeting Minutes

Meeting Date: Thursday 14^h March 2024
Meeting Venue: Room L3 at Gildredge House School
Meeting Time: 5:00pm

Governors: Richard Thornhill, *(RT)*, Chair
Firle Beckley, *(FB)*
Glyn Freeman, *(GF)*
Nicoleta Uzorka Ion, *(NUI)*
Athanasios Lamprakis, *(AL)*
Gabrielle Mace, *(GM)*
Lea Owen, *(LO)*
Katharine Paradas, *(KP)*
Joyce Swann, *(JSw)*
Martyn Ashley Taylor, *(MT)*

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

Also in attendance: Tom Addems, *(AH-I)*, *Assistant Head - Inclusion*
Jemma Graffham, *(DH-BA&S)*, *Deputy Head – Behaviour Attitudes & Safeguarding*
Vickie Jenkins, *(HOS)*, *Head of Secondary*
Janice Logan, *(DFA)*, *Director of Finance & Administration*
Dominic O’Driscoll, *(AH-CL)*, *Assistant Head – Culture for Learning*
Danny Simmonds, *(AH-PD)*, *Assistant Head – Personal Development*
Matt Stephens, *(AHP-PSENDCo)*, *Assistant Head Primary – Primary SENDCo*
James Towner, *(DH-QE)*, *Assistant Head – Quality of Education*

Clerk to Governors: Rif Aslam *(RA)*

Apologies: J Mace *(JM)*, L Baxter *(LB)*, J Searle *(JSe)*, H Punter-Bruce *(HPB)*

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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 accepted apologies for absence from JM, LB, JSe & HPB and lateness from TAd. Chair acknowledged DSI request to leave early. 	
2.	<p>Declarations of Interests</p> <p>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 7 December 2023 FGB. Chair to sign a copy. Governors agreed the Minutes as an accurate record of the 25 January 2024 Education Committee Meeting. Chair to sign a copy. Governors agreed the Minutes as an accurate record of the 1 February 2024 Enterprise Committee Meeting after amendment to title. Chair to sign a copy. 	
4.	<p>Governance Matters</p> <ul style="list-style-type: none"> Chair advised that following MB's resignation, a letter of thanks had been sent on behalf of the Board. The following posts will now be filled by: - <ul style="list-style-type: none"> Lead Governor Safeguarding – JSw Lead Governor Careers - NUI Governor Term Dates - Chair confirmed that GF's term is due to end on 20 May 2024. GF and Chair agreed to discuss outside of meeting. 	GF/Chair
5.	<p>Action Summary Report</p> <p>Chair inviting EHT to provide updates. EHT highlighted completed actions and progress on others. Clerk to update ASR in shared area.</p> <p>LO joined meeting at 17:26</p>	Clerk
6.	<p>Items not already on the agenda</p> <ul style="list-style-type: none"> Admissions – Chair of Admissions advised that she had met with the Admissions Manager (JJe) earlier that day and praised her for her work and knowledge. She went on to give a summary of the current position with a breakdown of the prospective cohort. Information was also provided on numbers on waiting list and appeals. Deadline for parents to accept Year 7 places is tomorrow. <p>TAd joined meeting at 17:29.</p> <p>Chair of Admissions provided greater detail on the numbers moving from our Year 6 into our Year 7.</p> <p>HOS advised that herself and AH-I will be conducting a tour and question & answer session next week for Year 7 intake.</p> <p>Chair expressed his gratitude for all the information and asked for thanks to also be passed to JJe.</p>	
7.	<p>Chair's Correspondence</p> <p>Chair advised that there was none to report.</p>	

8.	<p>Head Teachers Report</p> <ul style="list-style-type: none"> • Brilliant Club Update – AH-I explained that a percentage comprised of Pupil Premium (PP) students from Year 10. Completion of the programme was celebrated at Goldsmith’s University London in a graduation event. 2 of our students also delivered speeches which were impressive. AH-I commended the students and stated that they had developed key skills for later life. • Executive Summaries – DH-BA&S referred to papers and highlighted the following:- <ul style="list-style-type: none"> ○ Behaviour – significant drop in Behaviour Points and fixed term suspensions. Improvement from last year’s figures. There is also a positive picture when comparing suspensions with other schools. Data provides analysis profile of students . Data shows that although there is an improvement PP are still receiving more Behaviour Points than their peers. <p>Governor queried calculation in total figures. After discussion a general agreement that governors prefer to see a summary at the top and data showing trends below.</p> <p>Governor asked what the abbreviation “NOR” was. EHT advised it was numbers on role and that it will be added to the glossary.</p> <p>DSi left meeting at 17:56.</p> <p>Governor noted that numbers of Aspire Points for Reflection is low in Years 10 and 11. DH-BA&S explained that as students do not choose what they are awarded, the staff perhaps need more guidance on this. HOS added that this week has focused on “Empathy” and students have been challenged to gain Aspire points for this aspect. Heads of Year are aware of how many points are awarded by individuals and those that give out the most are celebrated.</p> <p>Chair observed good behaviour in both Primary and Secondary during his walk around the school today as well as in classes.</p> <ul style="list-style-type: none"> ○ Attendance – overall picture is good, and school is amongst the top 25% in KS4 nationally. Data shows SEND and EHCP students are areas of concern. However, we know the reasons for their non attendance and some are awaiting specialist provision. Persistent Absentee figures have improved. Attendance Officer works with parents across both phases of school and is a huge asset. ○ Safeguarding – data gives a breakdown of year groups and types of concerns raised. DH-BA&S elaborated which concerns have seen an increase. <ul style="list-style-type: none"> • External Advisor Teaching and Learning Review Report – HOS referred to paper and explained that 10 lessons were observed by the External Advisor across subjects and year groups (except Year 7). Overall, the report was positive. What we said was happening was observed by the Advisor with practice of Retrieval carried out in every lesson, use of whiteboards. Staff appeared comfortable with being observed. Report highlighted lack of consistency in some areas such as Questioning and Feedback. EHT added that Report validates what we have put in place and are doing as well as sign posting where we need to improve. Advisor will be visiting again on 18th April. • Safeguarding Update – EHT advised that 3 visits were carried out by ESCC. Each was positive and confirmed that complaints were handled correctly. During the last visit the Safeguarding Team were commended on their record keeping and interventions. Correct processes were followed, and no further action deemed necessary. <p>Governor enquired whether it was a trend for parents to go direct to Ofsted. EHT advised that at a recent Schools & College Leaders conference there was a discussion about the disconnect between schools and parents and it seems a national trend.</p> <p>Chair commended school for being open and inviting in visits.</p> <ul style="list-style-type: none"> • Re-Structure Proposal – EHT explained that no further action is required. • Access DPIA – DFA explained that as the HR and Payroll system is being moved to a new provider this must be checked by the external Data Protection Officer. The matter is 	<p>DH-BA&S</p> <p>EHT</p>
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	<p>deemed low risk as the new company deals extensively with academies. DPIA needs approval from Board.</p> <p><u>Governors approved DPIA.</u></p>	
9.	<p>Finance</p> <ul style="list-style-type: none"> • General Finance Update – DFA advised that there were no significant concerns. Boiler work undertaken with CIF BID funds. Problems since installation cost will be picked up by contractor. 3 Year Plan in June will reflect any issues that arise. • Strategic Spend Review – Chair outlined the discussion that took place at the Enterprise Committee. The figures presented in paper reflect the priority to develop Teaching & Learning. Biggest item is CPD for all staff. He went on to list the other proposed spends and then invited comments. <p><u>Governor asked</u> if outstanding issue with staff long term absences has been resolved. EHT confirmed that it had but there are now different ones.</p> <p><u>Governor questioned</u> what was meant by increased capacity. Chair advised more staff. EHT added that strongest model to achieve SDP comes internally. Increased capacity is about addressing not just teaching at the highest level but also helping colleagues to achieve that aim.</p> <p><u>Governor queried</u> whether this was subject specific. EHT explained that roles were not subject specific but required an outstanding practitioner. Discussions continued.</p> <p><u>Governors questioned</u> amount of spend under each item notably CPD. DFA advised that amounts are not set in stone. Chair echoed comment that proportions could change, and recommended the Board approve a strategic financial analysis.</p> <p><u>Governors agreed to further analysis of Strategic Financial Spend.</u></p>	
10.	<p>Governor Monitoring Visits</p> <ul style="list-style-type: none"> • Personal Development Monitoring Visit (SDP 7) – Governor outlined visit which took place in January where she met several staff. Discussion ranged around trips, Brilliant Club, Community and Careers. Governor observed that Community was a subject with a spread of 7-8 teachers and suggested that fewer teachers may lend it better focus. DH-QE advised that the subject was allocated to those who had a gap in their timetable. However, this is recognised as a limitation and next year one staff member will dedicate 25 hrs to the subject. • SEND Monitoring Visit (SDP 4) – Governor referred to paper and highlighted both Primary and Secondary observations were carried out. Classroom Observations Sheets were examined. Empowering every learner being embedded. Wider challenge is lack of specialist placements. • Quality of Education Monitoring Visit (SDP 1) – Governor explained that during visit the Gildredge House 5 was examined. Retrieval system was being used across the board but with different levels of expertise. Governor observed that the learning environment had noticeably improved. Children are engaged. There were still inconsistencies but what we the governors are being told by SLT is happening. • Assessment for Learning Monitoring Visit (SDP 2) – Governor observed during the visit that corridors were silent. General real change in atmosphere. Focused on Beautiful Books and Yellow Forms. Again, what governors are being told in meetings is happening, but it is not consistent. Personalised teacher feedback valued by students. There needs to be more student reflection. • Safeguarding and Single Central Register Monitoring Visit – Governor has now carried out 2 visits. She confirmed her satisfaction with SCR and highlighted sheer volume of reports received by Designated Safeguarding Lead and her Deputy. Illustrates that teachers are 	

	<p>noticing changes in behaviour. With every single concern raised, there is an action plan. Governor commended Safeguarding Team for their work.</p> <p>Chair thanked governors for their visits and reports. He also thanked staff for being open and engaging with the governors. External reports and these monitoring visits ensure that the information we are receiving from the SLT is accurate. Consensus expressed by governors that they have confidence in reports being provided by the SLT.</p>	
11.	<p>Any other urgent business</p> <ul style="list-style-type: none"> Chair confirmed that he had watched the Data Protection video. He asked all governors, if they had not already done so, to confirm by email to the Clerk that they too had watched the video. 	
12.	<p>Confirmation of future Governor Meeting Dates for 2023/2024</p> <p>FULL GOVERNING BOARD: 4th July 2024</p> <p>EDUCATION COMMITTEE: 16th May 2024</p> <p>ENTERPRISE COMMITTEE: 13th June 2024</p>	
	<p>Meeting Closed Chair thanked governors & SLT. Chair closed the meeting at 19:21 hrs.</p>	