



Full Governing Board - Meeting Minutes

Meeting Date: Thursday 28th September 2023
Meeting Venue: Room TG1 at Gildredge House School & via Teams
Meeting Time: 5:00pm

Governors: Richard Thornhill, *(RT)*, Chair
Julian Mace, *(JM)*, Vice Chair
Louise Baxter, *(LB)*
Firle Beckley, *(FB)*
Glyn Freeman, *(GF)*
Nicoleta Uzorka Ion, *(NUI)*
Athanasios Lamprakis *(AL)*
Gabrielle Mace, *(GM)*
Lea Owen, *(LO)*
Katharine Paradas, *(KP)*
Jonathan Searle, *(JSe)*
Joyce Swann, *(JSw)*

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*
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*
James Towner, *(AH-QE)*, *Assistant Head – Quality of Education*

Clerk to Governors: Rif Aslam *(RA)*

Apologies: Janice Logan *(JLo)*, Matt Stephens *(MSt)*, Marilyn Benzing *(MB)*, Martyn Ashley Taylor *(MT)*

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Item	Discussion	Action
1.	<p>Welcome and apologies for absence</p> <ul style="list-style-type: none"> • Outgoing (OG) Chair welcomed Governors & SLT to meeting. • OG Chair welcomed RT to the Board • OG Chair welcomed new members of the SLT, VJe, HPB and TAd • OG Chair accepted apologies from MT, MB, JLo & MSt for absence and lateness from JGr • OG Chair welcomed JSe who joined virtually. 	
2.	<p>Declarations of Interests There were no declarations of interest made.</p>	
3.	<p>Minutes of previous Governing Board Meetings Governors agreed the Minutes as an accurate record of the 6 July 2023 FGB Meeting. OG Chair to sign a copy.</p>	
4.	<p>Governance Matters PERSONNEL:</p> <ul style="list-style-type: none"> • New Governor RT approved by Board • Confirmation of Chair and Vice Chair <ul style="list-style-type: none"> ○ Clerk confirmed that only nominee for Chair put forward was RT ○ Clerk confirmed that only nominee for Vice Chair put forward was JM <p>17:30 RT left room whilst voting commenced</p> <ul style="list-style-type: none"> ○ Governors elected RT as Chair <p>17:33 RT returned to room and JM left room whilst voting commenced</p> <ul style="list-style-type: none"> ○ Governors elected JM as Vice Chair (VC) <p>17:35 JM returned to room</p> <ul style="list-style-type: none"> ○ Clerk confirmed both positions ○ VC thanked governors for their work during his tenure as Chair especially the previous Vice Chair. He also expressed his keenness to work with the Chair. ○ Chair looked forward to working and getting to know everyone. ○ VC agreed that he would continue to lead this Agenda Item until its completion. <ul style="list-style-type: none"> • Confirmation of Committee Chairs and Deputies VC confirmed Committee Chairs and Vice Chairs were happy to take on positions. He also thanked the previous incumbents. <ul style="list-style-type: none"> ○ Education: LO as Chair. JSw as Vice Chair ○ Enterprise: RT as Chair. Additional members to be recruited to then fill role of Vice Chair ○ Admissions: GM as Chair. JM and CBU are also members. • Confirmation of Link Governors VC confirmed Link Governors were happy to take on positions as follows: <ul style="list-style-type: none"> ○ SEND: FB & NUI ○ Safeguarding: MB ○ Careers: MB ○ Literacy: KP & MB ○ Ofsted; JSw ○ Curriculum: JSw ○ H&S: GF • Confirmation of Panels <ul style="list-style-type: none"> ○ Head Teachers Performance Review: RT, JM and JSw 	Chair

	<ul style="list-style-type: none"> ○ Pay & Progression: RT, JM and JSw ● Governor Term Dates <p>VC confirmed that MB's term is due to end on 30 September 2023 and that she was happy to continue as governor. MB reappointed with Boards agreement.</p> <p>PROCEDURAL:</p> <ul style="list-style-type: none"> ● Governor's Code of Practice – reviewed and signed by all Governors present at the meeting. ● Register of Business Interests –signed by all Governors present at the meeting. ● Declaration of Eligibility – signed by all Governors present at the meeting. ● Terms of Reference – VC has reviewed and highlighted amendments. EHT suggested changing “Head Teacher” to “Executive Head Teacher” and removing governor involvement in selection of middle managers such as Heads of Department. Governors agreed amendments. <u>Governors ratified Terms of Reference document with these changes.</u> ● Governing Board Self-Evaluation & Skills Audit – VC confirmed that both need to be addressed. 	Clerk Chair
5.	<p>Action Summary Report</p> <ul style="list-style-type: none"> ● Chair referred to papers, noted completed items and asked EHT to summarise items outstanding. ● EHT outlined items carried over to this academic year which included: <ul style="list-style-type: none"> ○ Mental Health Champion – appointment made but not yet fully qualified. ○ Migration to Cloud – now part of tender for new IT contractor. ○ Health & Safety Audit was completed in July. ○ Link Governor Pupil Premium will potentially be appointed in Education Committee. 	
6.	<p>Items not already on the agenda</p> <ul style="list-style-type: none"> ● New school video shared by VOr (Marketing & Administration Manager). <u>Governors commended</u> video. EHT explained that this film was shown at the recent Year 7 Open Evening. The best attended event so far, with almost 800 people. EHT thanked all staff and students involved. <p><u>VC reported</u> that he was impressed with our students, particularly with those hosting the Languages Room.</p> <p><u>Governor echoed</u> comments about students generally and specifically in the Maths Room.</p> <p><u>Chair thanked EHT, staff and students on behalf of the Board.</u></p>	
7.	<p>Chair's Correspondence</p> <p>VC advised that he had received a couple of misdirected emails which have since been dealt with by the school.</p>	
8.	<p>Head Teachers Report</p> <p>Referring to Papers EHT highlighted key items:</p> <ul style="list-style-type: none"> ● Staffing Update – 11 new members of staff have joined. EHT summarised the roles and vacancies. EHT expressed his appreciation of VOr in her role responsible for marketing. ● Pay Policy – reviewed and pending governor approval. ● Performance Management – processes reviewed by AH-CL allowing for greater consistency. New online system, Blue Sky, implemented. AH-CL explained that all processes will be tied into this one system. <p><u>Chair queried</u> how Governors will see this working. AH-CL explained that Lesson Observation Forms will identify strengths and weaknesses.</p> <ul style="list-style-type: none"> ● Pay Progression – policy updated to implement formal process of applicants to EHT. ● Wellbeing & Staff Voice – Pulse feedback has shown improvement but only 20% of staff completed the survey. Communication remains a focus. 	

- Absence Management – significant reduction in long term absences. Currently reviewing internal processes in supporting planned staff absences.
- Transition – AH-PD explained that internally we start preparing our Year 6 in March. Secondary teachers are introduced. April sees a welcome event for both external and internal parents who have been allocated places. AH-PD summarised the various events that take place to support Year 6 in SATs and their transition to Year 7, including specific events for SEND students.
Transition Day in July ensured internal and external students integrated well. Parents attended an evening session on the same day to help them prepare for September. Year 7 have settled in well and are an amazing group of students.

JGr joined meeting at 18:04.

Chair of Admissions remarked that even in this low birth rate year we are at full capacity. She thanked JJe for all her work in Admissions.

Governor enquired which primary schools most of the Year 7 come from. General information on intake provided.

Governor questioned whether the Year 7's had been assessed. DH-QE advised that their SATs were relatively good.

Governor pointed out hard work that will be required to uplift these students' Progress 8 scores.

VC queried which primary schools were not providing information about their students and whether we can address that. HOP agreed to push for this during her Primary Heads Alliance meetings.

Governor queried progress on Student Passport. AH-I advised that current format of 4 pages was being simplified to 1 and will be sent to parents to discuss with their child.

Governor questioned how system will work in practice. AH-DI explained that document will now be called Student Support Profile made available to teachers to ensure staff are meeting needs of that child in class.

Governor asked whether Profile will be only of those with a diagnosis. AH-DI confirmed that it was.

- Summer Camp - AH-I explained that Camp was held over 3 days in August. It was well attended and run entirely inhouse by our teaching and support staff. Students had a timetable of academic, creative and sporting activities. EHT added event is funded by us.

VC commended event and staff involved and echoed view that it was a good exercise in aiding transition for pupils.

- Ofsted Inspection Framework Update – EHT highlighted changes.
 - References to Covid have been removed.
 - Guidance on with whom the Head can share inspection results.
 - SEND included in definition of disadvantaged.
 - Increased emphasis on literacy and reading
 - Post 16 and Careers in all year groups
 - Attendance and temporary timetables.
 - Scheme of Delegation
 - Can leaders identify and prioritise actions required.

Governor requested information around capacity of Leadership. EHT explained that SDP houses this information.

Chair commented that whilst SEP and SDP need to be examined closely by governors, monitoring will rise out of reports in SDP. EHT confirmed that SEF identified areas requiring improvement which are in turn are reflected in the SDP.

Chair emphasised that we (governors) need to know the EHT & SLT's evaluation of the school and challenge that judgement.

Governor suggested that Chair may wish to examine the current Monitoring Visit Form to ensure it is targeted/aligned with SDP.

	<ul style="list-style-type: none"> • KS2 – DH-QE referred to contents of paper and added that an Exam Analysis Meeting has taken place with the Year 6 team. Intervention in that year group is having a significant impact and we are considering how to widen that impact across the whole of Primary. <p>Governor commended the work of staff in meeting the needs of every child during SATS exams.</p> <ul style="list-style-type: none"> • GCSE and A-Level Analysis – DH-QE referred to detailed paper. Change to 2019 levels saw a greater impact on KS5 than KS4. • KS5 - Teacher Assessed Grades (TAG) in their GCSEs meant students required a lot of catchups in certain subjects in Year 12. • KS4 – results have given a negative Progress 8 score. However, there were improvements in most categories. Where there were interventions, improvements were seen from mocks to actual exams. <p>Governor queried whether value added scores were based on TAG. DH-QE confirmed they were.</p> <p>Governor noted the interventions on a specific subject and asked whether these would remain in that subject. DH-QE confirmed that they would.</p> <p>Governor suggested simpler communication with parents to encourage engagement.</p> <p>Chair remarked that impact of interventions showed marked improvement in short space of time.</p> <p>Governor asked if interventions had same effect on SEND students. AH-CL confirmed they did. Brilliant Club is an example. HOS offered report to show impact of interventions.</p> <p>Governor requested that teachers who have been running interventions be commended for the positive impact that they have had.</p> <p>Governor commented on Progress 8 scores table excluding the 15 students who were non-attenders. EHT explained that without those factored in, our results would place us top in the town. They show the significant impact we're having on children.</p> <p>Governor questioned where the school was in its journey of assessing quality of teaching and learning in classrooms. EHT explained that every teacher is being observed over the next few weeks. Blue Sky system will allow us to produce a report.</p> <p>Chair reiterated request to feedback success of interventions to those who have run them.</p> <p>HOP left the meeting at 18:57</p>	<p>HOS EHT</p> <p>EHT</p>
9.	<p>Safeguarding</p> <ul style="list-style-type: none"> • Keeping Children Safe <p>Chair stated all Governors must read Part 1 & Annex B of KCSIE September 2023 update and also confirm they have. DH-BA&S reiterated that this is a statutory requirement for governors.</p> <ul style="list-style-type: none"> • Safeguarding Update – referring to paper DH-BA&S explained that it provided a snapshot of pupils on the school roll and the information that sits behind the diagrams. Paper shows trends of current concerns. High levels are indicative of willingness to talk to Pastoral Team. Impact of Covid, bereavement and trauma present themselves in safeguarding concerns. Local Authority Designated Officer (LADO) is a central point of contact and a route to support. Majority of concerns fit into Wellbeing and Welfare category. One concern can be categorised into multiple categories. Monitoring system for online activity on school devices flags up incidents direct to DH-BA&S. She emphasised need for all to wear lanyards around school. Support in place with Pastoral Team, Heads of Year, Inclusion Team, teachers and Place2Be. The latter is also available to staff. <p>Governor queried whether children who are absent are targeted with provision. DH-BA&S explained that some types of absence, such as bereavement, may require later support. Here, we will ensure the child is aware of the support available and that it's there when they are ready.</p> <p>Governor asked if the school receives feedback acknowledging the support from parents/students. DH-BA&S confirmed that there are case studies on record.</p> <p>Governors echoed concerns of EHT regarding cognitive load on DH-BA&S.</p> <p>Meeting adjourned at 19:20. Meeting resumed at 19:31.</p>	

10.	<p>Finance</p> <ul style="list-style-type: none"> Estates Summer Work – EHT referred to paper which included installation, decoration and furnishing of radio station, VR, library, multimedia centre, outdoor seating area etc. <p>Governor requested a tour around newly installed and decorated areas. EHT agreed.</p> <ul style="list-style-type: none"> Audit Update – Paper self-explanatory and no questions arose. 	EHT
11.	<p>Policies</p> <p>Chair referred to papers and invited questions on any of the policies contained therein.</p> <p>Governor queried in reference to the SEND Policy, whether all children with EHC Plans are accepted by school. AH-I explained process.</p> <p>Governor pressed whether this should be explicit in Policy. Discussion ensued and consensus that Policy is correct in its remit.</p> <p>Governors approved the following Policies:</p> <ul style="list-style-type: none"> Child Protection and Safeguarding Policy and Procedure New: Appendix G for Child Protection and Safeguarding Policy and Procedure First Aid Policy SEND Policy Whistle-blowing Procedures <p>Chair reappointed governors MT, GF and AL to Policies Sub Committee with thanks for their work.</p>	
12.	<p>Any other urgent business</p> <ul style="list-style-type: none"> SEND Monitoring Visit Schedule - Lead Governor SEND laid out plan for the year. Catering – Governor set out her thoughts following the Catering Presentation in July which included concerns about carbon footprint of specific foods and nutritional values. <p>EHT offered to arrange meeting between DFA, HOS and governor to explore ideas further.</p> <p>Chair enquired whether there was a process allowing discussions between caterers and parents.</p> <p>EHT agreed to set up a platform for parent voice with the caterers.</p> <ul style="list-style-type: none"> FOGH Quiz Night - VC invited governors to contact him to form a team. 	EHT EHT
13.	<p>Confirmation of future Governor Meeting Dates for 2023/2024</p> <p>FULL GOVERNING BOARD: 7th December 2023 14th March 2024 4th July 2024</p> <p>EDUCATION COMMITTEE: 5th Oct 2023 25th January 2024 16th May 2024</p> <p>ENTERPRISE COMMITTEE: 16th November 2023 1st February 2024 13th June 2024</p>	
	<p>Meeting Closed</p> <p>Chair thanked governors & SLT. Chair closed the meeting at 19:48 hrs.</p>	