



**Meeting of Full Governing Body
3rd June 2013
D8 at Varndean School
6pm**

MINUTES

Governors Present: Julian Benkel, Jon Dee (Chair), William Deighan, Richard Lumley, Robin Marlin, Robbie Mitchell, Jess Morris, Paul Offord,

Officers Present: Teresa Carter (Clerk)

<u>Agenda item</u>	<u>Action</u>
<p>1 Introduction - Jon Dee in the absence of the current Chair of Governors welcomed all to the meeting and specifically to Jess Morris who was attending her first meeting as elected Parent Governor. There were round the table introductions.</p> <p style="padding-left: 20px;">a) Freedom of Information Governors were reminded that all non-confidential minutes would be routinely published on the school's website under the school's freedom of information publication scheme.</p> <p style="padding-left: 20px;">b) Apologies for Absence Apologies for absence received from Ray Gold and Anne Cox. The Clerk further advised that in addition to the known resignation of Ray Gold effective from the next day there had been resignations both from Barbara Cotter and Richard Beynon due to their work commitment.</p> <p style="padding-left: 20px;">c) Declaration of Interests None</p>	
<p>2 Appointment of Chair of Governors The Clerk had received three nominations for Jon Dee to be appointed Chair of Governors. There were no other nominations and no objections to the appointment of Jon Dee.</p> <p>AGREEMENT - Jon Dee having accepted the nominations was appointed as Chair of Governors for two years.</p> <p>Following the appointment of Chair of Governors the Vice Chair position became vacant and Richard Lumley advised that he was willing to take on the role. There were no objections to his appointment.</p> <p>AGREEMENT - Richard Lumley was appointed as Vice Chair of Governors for two years.</p> <p>Jon Dee advised that he would be seeking a collective way of working where everyone was able to be involved and as such would be proposing that the Commissioning Hub having served a purpose in enabling the revised constitution to be operational be disbanded. A further proposal was to set up a Governor appointments panel in which the Chair of Governors and the Vice- Chair of Governors were not part of the process. The appointments panel would be tasked with considering all applications for Co-opted and Local Authority Governors.</p> <p>AGREEMENT/ACTION - The Full Governing Body approved the setting up of a Governor appointments panel chaired by Julian Benkel and with Paul Offord and William Deighan as members. All applications for Co-opted or Local Authority Governor positions to be passed to the appointments panel via the Clerk for consideration prior to recommendation to the Full Governing Body in</p>	All Sept 2013

Signature.....Date.....

the Autumn.

ACTION - Clerk to carry out an election process for a replacement Parent Governor in the Autumn term and to provide the appointments panel with potential candidates to fill the co-opted governors vacancies.

JB/TC
Sept 13

3 Last Meeting dated 25th April 2013

a) Acceptance of Minutes

The Full Governing Body reviewed four pages of minutes from the meeting held on 25th April 2013. Subject to the removal of two paragraphs in item 4b following the recorded agreement the minutes were accepted and the Chair signed them as confirmation of their accuracy.

b) Matters Arising not Included Elsewhere on Agenda

None

4 Strategic Items

a) Budget 2012/13

Two Governors had met with the Business Manager to go through the proposed budget plan for 2013/14 in detail. A report as a result of their review with recommendations had been circulated to all Governors.

- There were some questions regarding the reasons for the surplus being carried forward and it was noted that this was forecast to reduce over a three year period in part due to reductions in budget share and devolved formula capital allocations from the Local Authority.
- Governors' immediate objective was to set a budget for one year incorporating increased teaching staff levels as proposed by the leadership team. The impact of the additional staff to student ratio on student outcomes would be an area for close scrutiny by the Governing Body in the coming months.
- Longer term there was concern that funding was unlikely to be sufficient to sustain the proposed staffing levels and Governors were mindful that discussions with the school leadership would need to take place to look at options for the future. The time frame for decisions to be made would be around the middle of 2013/14.
- Discussion followed about the potential financial benefits of collaborative working cross campus and value for money of services supplied by the Local Authority. It was mentioned that support from Human Resources had improved and was particularly good value.

AGREEMENT - The Full Governing Body approved the one year budget plan for 2013/14 as presented.

5 Regular and Other Governance Items

a) Reports from Heads of Schools

The contents of the four school reports were noted. Some data had been included as previously requested by Governors but not in a format that made comparison easy for them. The contents of the Headteacher's report provided more detailed data for analysis.

b) Headteacher's Report

The Headteacher's report had been circulated to Governors prior to the meeting so the Headteacher summarised some key issues and took questions from Governors.

- An evaluation of the school improvement plan was underway and Governors agreed to carry out a scrutiny of the findings and to



consider and recommend priority school improvement areas for 2013/14 plan.

ACTION - Jon Dee on behalf of the Full Governing Body to review the leadership's evaluation of the school improvement objectives, whether they had been met and what the impact had been. JD
Sept
2013

ACTION - All Governors to give consideration to what strands should be incorporated within the 2013/14 school improvement plan and advise Robin Marlin and Anne Cox who would work with the leadership group in developing a school improvement plan for approval by the Full Governing Body in the Autumn term. RM/AC
Sept
2013

- Maths continued to be an area of concern following the raise online training and external advice that supported the judgements of the leadership team that this remained an area for development. There had been some staff changes within the department including strengthening of the leadership through recruitment and a further remaining 16 teaching hours per week would be covered by a further full time appointment to ensure that the department was fully staffed from September 2013.

ACTION - Governors requested a copy of an organisational chart for the maths department for clarity of proposed structure.

- Governors asked about predicated outcomes for the current year 11 cohort in maths and why the department was not performing as well as others. The Headteacher advised that observations, marking and homework setting had been areas identified where improvements could be made and staff were being given support and coaching where needed. There was also more intense monitoring being undertaken within the department.
 - Governors questioned the rationale behind the decision not to set in maths for the lower years and the Headteacher advised that he had supported the decision from the maths professionals based on compelling arguments that mixed maths classes worked well in cases where teaching was outstanding. As this had not worked as well as hoped the new Head of Maths had been directed on future setting.
 - A behaviour management centre had been established at the school as an additional resource for students as required, targeted at the current year 10 and for six week programmes. Governors asked about external provision for behaviour and were advised that the pupil referral unit and connected hub were still operational with four places allocated at each for Varndean students.
 - Performance data for year 11 broken by school was examined and it was noted that Turing were outperforming the other schools in a number of areas. The Headteacher advised that the schools had been shaped around forms so the mix of abilities within each school was different.
 - End of year GCSE results were predicted to be 62% A*-C including English and maths (target 66%).
 - Governors noted that maths department had reported a higher % of progress in year 8 than science and English, which they queried in light of the previous conversation about maths. The Headteacher advised that there would be a quality control check
- WD
Sept
2013



- of the maths assessment data within that year group,
- Overall there was confidence from the school team that the class observation assessments were accurate following moderation and that the quality of teaching data presented was realistic. Governors agreed to the Headteacher's suggestion that they visit to look at the process of observation and feedback.

ACTION - Robin Marlin and Anne Cox to visit school to evaluate the process for class observations, feedback and interventions to support teachers judged as requiring improvement. RM/AC
Sept
2013

- Student attendance remained an area for concern and it was likely that the school would not meet their target. Social problems with some year 10 students had contributed to the low % and was part of the reasoning behind the set up of the additional behaviour unit as part of the overall behaviour strategy.
- Exclusions were also increasing as a result of more rigorous behaviour management and Governors asked if they could be alerted if there was an anticipation of an increase in the number of exclusions that that would require their involvement. In addition they requested a more detailed breakdown of exclusions to give clarity of the number of incidents relating to individual students.
- Governors appreciated the level of detail in the Headteacher's report and agreed that it should reflect the school improvement priorities. As the Heads of School reports duplicated the information there was a suggestion that these be put on hold until Governors had ascertained whether the reported aided them in fulfilment of their responsibilities.

ACTION - Chair of Governors and Headteacher to discuss the reporting priorities and come back to Governors with a framework for 2013/14. WD/JD
Sept
2013

6 Policies and Other Documents for Approval

AGREEMENT - The Full Governing Body approved the following policies as presented subject to some minor amendments as noted below.

- Accessibility Plan
- Complaints Policy - Third paragraph in the introduction to be changed as it refers to five stages when there were six in the policy.
- Home School Agreement
- Safeguarding Policy
- Special Educational Needs Policy - The policy was referred to as both SEN and SEND policy, it should be changed to the Special Educational Needs and Disability Policy. References to committees should also be changed to Full Governing Body.

ACTION - Policies to be amended as agreed and published on the school's website. TC
June
2013

AGREEMENT - Richard Lumley was appointed Special Educational Needs link Governor.

ACTION - An annual report on Complaints was requested as a regular reporting item to Governors. WD
Sept
2013

7 Reports and Recommendations

a) Pupil Premium

The report from Governors following a review of the pupil premium activity at the school had been circulated prior to the meeting. Six questions suggested by Ofsted in relation to pupil premium had been considered and answers recorded within the report. Further action noted for the school included the measuring of impact of pupil premium funding once all data collected and publication of key information on the website.

b) Varndean Links

The contents of the Associate Member for Varndean Links report were noted. The Headteacher advised that the development of parent voice was an area that a Head of School would be looking at and that feedback from a recent homework pilot had been positive so would be rolling out from September.

8 Any Other Business

a) Solar Schools

A request had been received for Governors support to fundraising activities for the installation of solar panels. It was felt that if the project had the leadership team's recommendations than Governors would consider it.

b) Vote of Thanks

The Full Governing Body wished to pass on their thanks to the three outgoing Governors for their valued contribution and in particular to Ray Gold who had been Chair of Governors for three terms and a Governor for some years before then.

Meeting ended at 8.32pm

Date of next meeting - To be agreed, Governors to advise Clerk individually of their preferred day of the week for meetings during 2013/14.

Actions from Full Governing Body Meeting 3rd June 2013

Action	By Who and When	Status
Setting up of a Governor appointments panel chaired by Julian Benkel and with Paul Offord and William Deighan as members.	JB/WD/PO 1/9/13	
Applications provided to the Clerk for Co-opted and vacancies to appointments panel for consideration.	All Clerk 1/9/13	
Parent Governor Election to be held	Clerk September 2013	
Review the self evaluation of the school improvement plan	Jon Dee 1/9/13	
Consider and submit proposals for school improvement priority areas via Anne Cox and Robin Marlin	All AC/RM 1/9/13	
Organisation chart for maths	William Deighan 1/9/13	
Evaluation of class observation, feedback and interventions process	Robin Marlin Anne Cox 1/9/13	
Proposal for key reporting areas for 2013/14	William Deighan Jon Dee 1/9/13	
Amend and publish agreed policies	Teresa Carter 30/6/13	
Annual report on complaints received	William Deighan Next meeting	
Provision of preferred meeting days	30/06/2013	