



**Meeting of Full Governing Body
7th March 2013
D8 at Varndean School
6pm**

MINUTES

Governors Present: Richard Beynon, Barbara Cotter, Ann Cox, Jon Dee, William Deighan, Ray Gold (Chair), Richard Lumley, Robbie Mitchell (from 7.19pm), Paul Offord (from 7.19pm),

Officers Present: Teresa Carter (Clerk), Jo Meloni

<u>Agenda item</u>	<u>Action</u>
1	
Introduction	
a) Freedom of Information - Governors were reminded that approved non-confidential minutes would be published on the school's website	
b) Apologies for Absence - Apologies for absence received from Julian Benkel and Robin Marlin. Paul Offord and Robbie Mitchell had advised that they would be arriving late due to the year 9 options evening.	
c) Declaration of Interests - None	
2	
Last Meeting dated 17th January 2013	
a) Acceptance of Minutes - The Full Governing Body reviewed an approved four pages of minutes from the meeting of 17 th January 2013. The Chair signed them as confirmation of their accuracy.	
b) Matters Arising not Included Elsewhere on Agenda	
• The Clerk reported that all annual declaration of interests forms had been completed.	
• Governors terms of reference completed but publication on website outstanding.	
• Recruitment of maths lead for progress and attainment had commenced.	
• Defined user group for sensitive information to be a carried forward action.	
3	
Main Strategic Item	
a) Attendance - Jo Meloni presented a power point on attendance, punctuality and exclusions. A copy of the presentation has been included within the meetings papers. The following information was provided in response to Governors questions.	
• Informal meetings with students and their parents had taken place for those vulnerable to the risk of permanent exclusion. Previously the Chair of Governors had attended these meetings with the Headteacher.	
• The three to five provision was staffed by skilled Learning Mentors almost on a one to one basis. Work is undertaken using current plans and resources suitable for all levels. This provision would be included within any Ofsted inspection.	
• The vulnerable student register tracks those at risk of exclusion and multi agency family support is available to those most in need. 30 families had been identified and included within the caseload.	
• Logging of individual attendance is undertaken with a weekly tracked colour coded spreadsheet.	

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



- Turing School has more students on the vulnerable register and have higher levels of exclusion and absences than the other three schools.
- Attendance tends to be lower in the summer due to the number of family holidays being taken at that time.

b) **RAISE online** - The Full RAISE online data pack for 2012 had been provided to Governors with an invitation to submit questions for the leadership team through a small group of Governors. Barbara Cotter provided a verbal report on the outcome of the data scrutiny with a tabled document reminding Governors of what areas and terms they should be familiar with in respect of RAISE online data and school performance. A copy of the recently published Ofsted school data dashboard summary was provided focussing on key areas with comparisons with similar and all schools. Feedback from student progress meetings with the Leadership group was provided with the following points noted.

- Pupil premium had been discussed and its impact on student progress and effectiveness in narrowing the attainment gaps. Governors though recognising the cultural benefits of expenditure of pupil premium on school trips and uniform felt that more evidence was required to demonstrate the positive outcomes. Governors were advised that the second tranche of pupil premium funding had been redirected to employment of additional teachers and intervention for individual students.

ACTION - Richard Lumley to work with the leadership team to produce a document to record and evidence the outcomes from pupil premium expenditure. Jon Dee to provide financial data on pupil premium for this action.

RL
JD

- A standard lesson plan document was used throughout the school (copy in papers) which Governors thought fitted well with the school's objective for four levels of progress for each student. Governors reported that they had observed the lesson plan being used. Governors were disappointed that the input box for homework on the planning form was small giving the impression that it was less of a priority.

7.19pm Paul Offord and Robbie Mitchell arrived at the meeting and provided their own personal perspective on the lesson planning tool having used it in class.

7.23pm to 7.31 - Break in meeting

Note - An additional agenda item of staff survey feedback was taken at this point.

Staff Survey - Robbie Mitchell and Paul Offord provided a full presentation and tabled report following the staff survey that had been commissioned by Governors to identify the impact on staff of the school reorganisation. It was reported that sixteen one to one interviews had been completed using a positive method of questioning and that 55% of staff members had submitted a completed survey form. Some recurring themes had been identified from the responses - some of which had previously been raised and dealt with, such as the ICT functionality and some which require on-going monitoring by SLT and Governors. Other issues appeared to be relatively easy to fix such as training for using google docs and further SIMS training. Overall, staff appeared to be positive about the opportunities within new schools structure and they provided some very useful feedback regarding key areas for development. Governors were grateful for the



time and effort of all staff that had contributed to completion of the survey and were pleased that overall staff appeared to be positive following the organisational changes and had coped well with the number of new initiatives that had been introduced. They also acknowledged the challenges that had faced the Headteacher in implementing the changes and thanked him for having the courage to see them through.

ACTION - Response to staff on behalf of the Governing Body to be included with the twice weekly bulletin, followed by an action plan to deal with issues raised from the survey. RG
WD/AC

4 **Regular and Other Governance Items**

- a) **Headteacher Report** - The Headteacher highlighted the key issues from his report to Governors and welcomed questions. The following points were noted/discussed:
- All year 11 students had applied for college places from September 2013.
 - Two newly qualified teachers within the maths department had resigned which was a concern. There had been three appointments to the English department.
 - Marking of books improved and teachers more confident with assessment. Next phase of student response to marking about to be introduced.
 - Focus on behaviour management may have led to an increase of incidents being recorded.
 - Teachers group set up to encourage informal discussion and sharing of good practices.
 - Staff to be advised of changes to and increases in staffing shortly once appointments confirmed.
- b) **Policies for Review**
- **Freedom of Information Publication Scheme**
 - **Sex Education Policy**

AGREEMENT - The Full Governing Body approved the Freedom of Information Publication Scheme and the Sex and Relationships Educations Policy as presented.

ACTION - Governors requested that amendments to policies be highlighted when presented for approval in future. SLT

- c) **Governor Vacancies /Elections including election of Vice Chair**

AGREEMENT - The Full Governing Body re appointed Jon Dee as Vice Chair of Governors for a period of two years.

Governors were advised of the outstanding vacancy for a Co-opted Governor and Richard Lumley whose term of office was due to expire shortly advised that he wished to be considered for the position. The chair felt very strongly that the due process of parent elections should be adhered to before any consideration could be given to appointing an additional parent in the role of Co - opted Governor and expressed that this had always been the position of the Governing Body in the past and saw no reason to bypass the democratic process or make exception especially in light of the new constitution and what the Governors had voted for in the make up of the reformed Governing Body last autumn. An alternative view was that the Co-opted position had been vacant for some time and that all potential candidates should be considered and the Clerk confirmed that this was legally acceptable. A



discussion followed about the size of the Governing Body and whether there were sufficient numbers of Governors to cover the workloads. It was concluded that it was relatively early in the cycle of change to identify whether Governing Body sufficiently resourced

ALL

AGREEMENT/ACTION - All Governors to provide the Clerk with details of any prospective Governors for consideration as candidates for the Co-opted Governor selection at the next Full Governing Body meeting.

5 Reports and Recommendations from Commissioned Work

- a) **Commissioning Hub Meeting** - The Clerk reported on the commissioning hub meeting and provided an updated business planner and commissioned work list. The Full Governing Body agreed to the business planner being used to set agendas and for any additional items to be commissioned work.
- b) **Finance Report Governors Review** - Governors received the latest financial review report as at February 22nd. The outcomes of the review and the financial position of the school were noted.
- c) **Health and Safety Governors Review** - Governors received a report following a review of the health and safety arrangements at the school. An annual assurance report had been provided as part of the review and the policy on health and safety examined with the conclusion that no amendments were required. It was noted that the number of incidents had increased and that additional first aid training had been recommended within the PE department.
- d) **ICT Governors Review** - A report on work undertaken to improve ICT systems was provided. The contents were noted as was the recommendation for the staff survey to include questions specifically on ICT (reported under 3C above)
- e) **Schools Financial Value Standard (SFVS)** - Governors received the completed SFVS questionnaire and a report summarising the findings. The main development point had been to create a clearer link between the school improvement plan priorities and the budget.

AGREEMENT - The Full Governing Body approved the SFVS questionnaire and the Chair signed it as confirmation.

- f) **Varndean Links Meeting** - Governors received a report following the question and answers session at the Varndean Links meeting of 31st January 2013. It was verbally reported that officials within Varndean Links were standing down and that it might be restructured to include a wider parental engagement.

6 Any Other Business

- a) **School Production** - Governors were invited to attend the school production of Oliver. RSVPs required.

Meeting ended at 8.45pm
Date of next meeting 25th April 2013

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