



Meeting of Full Governing Body
17th January 2013
D8 at Varndean School

MINUTES

Governors Present: Richard Beynon, Barbara Cotter, Jon Dee, William Deighan, Ray Gold (Chair), Richard Lumley, Robin Marlin, Paul Offord,

Associate Members Present: Jon Edgell

Officers Present: Teresa Carter (Clerk)

<u>Agenda item</u>	<u>Action</u>
1 Introduction	
a) Freedom of Information - Governors were reminded that minutes from Full Governing Body meetings would be published on the school's website.	
b) Apologies for Absence - Apologies for absence received from Julian Benkel, Anne Cox, and Robbie Mitchell	
c) Declaration of Interests - None	
2 Last Meeting dated 29th November 2012	
a) Acceptance of Minutes - The Full Governing Body reviewed and approved four pages of minutes from the meeting held on 29 th November 2012 subject to the removal of the word "additional" in bullet point 4 in item 4a. The Chair signed the minutes following the amendment as confirmation of their accuracy.	
b) Matters Arising not Included Elsewhere on Agenda	
• 2b - Two Governor annual declaration of business and pecuniary interests forms outstanding.	
ACTION - Clerk to chase for receipt of remaining two declarations of interest forms.	TC
• 3b - Equalities training not compulsory for Governors	
• 4a - Health and safety reportable incidents clarification held over to next meeting.	
• 5e - Staff Governors had met with the Chair and Headteacher to agree a process and questions for staff feedback. The outcomes to be reported to Governors in March.	
• 6b - A link to parent view had been included on the school's website	
3 Main Strategic Item	
a) Governing Body Responsibilities and Duties	
• The roles and responsibilities of the Governing Body were clarified by three documents, being the schedule of work commissioned by the Hub an example terms of reference for the Full Governing Body and an updated list of activities and tasks for Governors that had been maintained by the Clerk. These had been provided to Governors in response to concerns that previously allocated statutory tasks might be missed under a structure without committees.	

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



- The Chair expanded on the process for allocation of tasks and the reporting requirements to ensure statutory obligations met.
- The role of Governors to interrogate teaching and learning data was considered with reference to the recent Raiseonline training.
- Governors were cautioned on relying too heavily on attainment data received from primary schools and the importance of having robust and effective moderation systems in place, including the use of external moderation.
- A further discussion on Raiseonline was suggested following the analysis of the data with the assistance of an experience Ofsted Inspector.

ACTION - All Governors to examine data within the Raiseonline data packs and forward questions to Barbara Cotter and Richard Lumley (via the Clerk) to work through with two school leads and an Ofsted Inspector. Date for questions by 1st February 2013 and report to Full Governing Body at next meeting. ALL

ACTION - Commissioned work schedule to be emailed to all Governor one month before Full Governing Body meetings as a reminder of action required. TC

AGREEMENT/ACTION - The Full Governing Body agreed in principle to the adoption of a Terms of Reference in line with that presented subject to the addition of a sentence to the effect that the document was a summary of what the Governing Body understood its responsibilities to be and referring to the Guide to the Law for Governors for a full list. The final version of the Terms of Reference to be published on the school's website. JD/TC

- The process for approval of policies was discussed and there was concern that the large number of non statutory policies produced by the school would create an excessive workload, which would distract Governors from key school improvement issues.

AGREEMENT - The Full Governing Body delegated the approval of non statutory policies to the Leadership Team.

ACTION - List of all school policies to be provided to Governors annotated with the approving officer. WD

AGREEMENT/ACTION - Review of statutory policies to be commissioned by the Hub to groups or individuals with final proposed versions to Full Governing Body for approval. ALL

- A framework for Governor evaluation visits was requested,

ACTION - Governor visits framework to be an item for the Hub to commission. Hub

4 Regular and Other Governance Items

- a) Headteacher Update - The Headteacher provided a verbal update on this occasion as a full report had been provided in December and was next due in the new format in March.**
- The Raiseonline session had been effective in identification of areas where the school was being effective and others where some attention was required. The Headteacher proposed the appointment of and lead professional to provide more capacity for teaching of maths throughout the school. Governors considered the proposal in detail and asked questions around the grading and



amount of teaching time for the role. Whilst being supportive of the proposal Governors requested that the Head of Maths be consulted on the proposed role to ensure that it would enhance the current provision and the Business Manager in terms of affordability for the new appointment which was intended to be permanent.

ACTION - Headteacher to consult with the Head of Maths and Business Manager prior to commencing a recruitment process for a Lead Professional with maths specialism. WD

- An update on senior staff leavers was provided and the recruitment of a replacement for Sara Spivey, Head of School who had successfully been appointed as a Headteacher in Portsmouth. The recruitment panel would include two Governors. The role of special educational needs co-ordinator was being covered on a temporary basis and the staff member would be providing Governors with an update on statutory changes affecting special needs.
- A match of the data on Raiseonline with Ofsted criteria was completed and raised some concerns that if the school had been inspected it may have been judged as improving requirement under the current framework due to underperformance of a significant group of children eligible for free school meals or with school action plus categorisation for special needs. An action plan would be implemented to rectify the situation including involvement of Governors in preparation for Ofsted.

ACTION - Hub to commission work into the preparation for an Ofsted inspection. Hub

- In response to questions the Headteacher advised that he had been busier in his strategic role since the school reorganisation and had found that his role had become more student focussed. He expected to see as a result of the changes an improvement in attendance, punctuality and student progress, “Stuck” learners were being identified and early intervention put in place.

b) **Reports from Heads of School** - Governors received the first Heads of School reports and requested that they be received termly. It was noted that the unique differences between the schools had come out in the reports.

5 **Reports and Recommendations from Commissioned Work**

a) **Headteacher’s Review Group** - The Chair reported that the Headteacher’s performance review and objective setting process had been completed within required timescales.

b) **Finance**

- **Capital** - It was reported that the school was operating within its capital budget and that expenditure had been in line with that approved. It was noted that the amphitheatre project had been deferred until the next financial year. The Headteacher advised that staff were appreciative of the projects that had been undertaken to enhance the teaching environments and for Governors to agreeing to them.

AGREEMENT - The Full Governing Body noted the contents of the capital budget report and approved the proposed actions.

- **Regulations** - A review of the schools financial regulations had been



completed and the scheme of delegation updated to reflect the new structures within the School and the Governing Body.

AGREEMENT/ACTION - The Full Governing Body approved the scheme of delegation subject to an amendment to section C1 regarding specific delegation to a Head of School in the absence of the Headteacher. JD

6 Policies for Approval

- a) **Data Protection Policy** - Governors felt that appendix 2 regarding the filming of public events was not appropriate within the data protection policy. There was further comment regarding the inclusion in the policy of a section regarding the limitation of access to sensitive information to defined user groups.

AGREEMENT - Subject to the removal of appendix two the Full Governing Body approved the data protection policy.

ACTION - School to clarify who would be included within the defined user group having access to sensitive information including photographic and video images. WD

- b) **IT Acceptable Use Policy** - This policy was not reviewed by Governors in light of previous agreement in section 3a.

7 Any Other Business

- a) **Raiseonline** - Discussion of this item had been covered earlier in the meeting and would be an item for fuller discussion at the next Full Governing Body meeting.
- b) **Varndean Links** - Two Varndean Links meetings had been held and reported on. It was agreed that future meetings would not need to be reported on as the minutes from the meetings were available on the website. A Governors questions and answers session was planned for the next Varndean Links meeting on 31st January to which all Governors would be invited.
- c) **Building Competition** - Governors were advised that the school were in the final six schools in a competition to win a building worth £80,000 and that votes in favour of Varndean could be place online.

Meeting ended at 8.25pm

Date of next meeting 7th March 2013