



**Meeting of Full Governing Body
19th June 2014
Training Room at Varndean School
6pm**

MINUTES

Governors Present: Julian Benkel, Jon Dee (Chair), William Deighan, Frances Franklin, Richard Lumley, Robbie Mitchell, Jess Morris

Officers Present: Teresa Carter (Clerk)

In Attendance: Mark Sorrell

Agenda item

Action

Prior to the agenda items there was a 20-minute presentation from Starr Trust.

1 Introduction

a) Apologies for Absence

Apologies for absence received from Maggie Barradell and Oliver Cattermole.

b) Declaration of Interests

None

2 Last Meeting dated 24th April 2014

a) Acceptance of Minutes

The Full Governing Body reviewed and approved six pages of minutes from the meeting held on 24th April 2014. The Chair signed them as confirmation of their accuracy.

b) Matters Arising not Included Elsewhere on Agenda

- The personal statements received from Governors regarding their background and employment would be passed to staff to support careers teaching.
- Governors were disappointed that no staff member had responded to the invitation to apply to be a Co-opted Governor.
- The trustees would use the school fund balance based on similar principles to that discussed at the previous meeting.
- The complaint panel had met for a case review and a slight amendment would be made to the complaints policy for Governor approval.
- A text number was available for students to anonymously report behaviour incidents.
- Equalities policy to be considered at next meeting of Full Governing Body.
- The Safeguarding Link Governor had visited the school on 13th June and provided a full report to Governors with a copy of the completed safeguarding checklist and action plan for 2014/15. The revised safeguarding policy had also been presented for approval. On recent training the Local Authority had advised that a Governor should audit the single central register of recruitment checks but the school were concerned about data protection implications of releasing personal data to a Governor. It had been suggested that the Assistant Business Manager complete the audit but following advice from the clerk it was agreed that someone independent of the process should carry out the audit.

AGREEMENT- The Full Governing Body delegated the audit of the single central register to the Deputy Headteacher responsible for safeguarding.

AGREEMENT - The Full Governing Body approved the Safeguarding (Child Protection) Policy as presented.

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



- The contents of the revised behaviour for learning policy were noted.

3 Governance and Other Regular Items

a) Chair's Update

The Chair of Governors provided a verbal update on business conducted on behalf of the Governing Body, other activity since the last meeting and up coming priorities.

- The official opening of the amphitheatre had taken place and had been a very successful community event.
- The Local Authority had recommended the appointment of Giovanni Franceschi the Headteacher of Downs Junior School as the Local Authority Governor. Governors felt that the appointment would replace the educational skills at primary level that had been lost from the Governing Body following two governor resignations. The Nominations Committee had reviewed the application and proposed appointment.

AGREEMENT - The Full Governing Body approved the appointment of Giovanni Franceschi as Local Authority Governor for a period of four years.

- With the current vacancies and recent appointment of a number of Governors it was suggested that the Governing Body self evaluation be scheduled for 2015 to enable sufficient time to get full a full compliment of Governors and enable a settling in period for new Governors.

b) School Improvement 2014/15 - Approval Process

The Headteacher reported that the Senior Leadership Team (SLT) had reviewed the 2013/14 school improvement plan and evaluated whether each of the targets had been met or not. An evaluation document had been circulated to Governors to evidence the outcome of the review. Following the review the SLT took the decision to reduce the number of high level targets from 2014/15 with one encompassing target for each of the four school improvement areas as follows:

- Achievement - Narrowing the gaps so that all students exceed expected progress.
- Quality of Teaching - Enabling teachers to inspire learners in achieving outstanding outcomes.
- Behaviour & Safety - Establishing outstanding B4L practice to strengthen the calm and purposeful learning community.
- Leadership & Management - Empowering outstanding leadership at all levels

AGREEMENT/ ACTION - Jon Dee and Frances Franklin to meet with the SLT to review and confirm the findings from the 2013/14 school improvement evaluation and to consider the suggested targets for 2014/15. Final evaluation and improvement plan documents to be presented to the Full Governing Body at next meeting.

JD, FF

c) Parents and Staff Surveys

Governors had been provided with written reports summarising the findings from the staff survey from March 2014 and the parents' survey from November 2013 and the actions taken to address the key issues identified.

- The parents' survey was based on the same questions used by Ofsted with a few additional school relevant questions. The parent view website was also a potential useful tool to gauge parent opinion but only four responses had been received for the year to date. It was noted that homework setting was still an area of parental concern though a number of compliments had been received following a revision of processes.
- 93% of the staff members responding to the survey had responded that they were proud to be member of staff at the school. Three staff surveys had been completed since the school restructure with a particular focus in addition to a basic set of questions. The school had been looking at ways to make staff feel valued and to ensure a good work life balance. The well being room had to be

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



used for a teaching area so an alternative resource had been identified for conversion so that staff members would have some where as a retreat if needed. Governors suggested a wellbeing day with various relaxing treatments made available to staff.

d) Pupil Premium Report on Expenditure

Mark Sorrell presented the pupil premium report on expenditure that included data on the impact on progress of students within the pupil premium group compared with the remainder of the school cohort. Governors wished to have a greater understanding of the impact of pupil premium funded interventions and noted that there were variations across year groups, subject areas and between progress and attainment. They were disappointed to note that professional predictions for 2014 indicated an overall widening of the gap to 37.5% (37% in 2012) for year 11 students' attainment. This would therefore be a key area for school improvement the next year with a detailed examination of student achievement at GCSE and strategies for narrowing the gap in the autumn term.

4 Headteacher's Report

The Headteacher presented his report to Governors summarising some key areas of interest:

- The year 11 professional predictions were some way from target despite best efforts from teaching staff.
- New Heads of English appointed, Head of Maths had taken on additional responsibility for science and a Head of Physics role set up. There had also been changes to staffing within the PE department as two teachers were taking time out to travel.
- The 3G pitch had been opened by Russell Martin, professional footballer and ex Varndean student who had generously provided the school with two sets of kit in addition to his time commitment.
- Governors requested longer term supply arrangements for the gaps in teaching staff within science and religious education.
- Latest round of class observations data to follow. There had been some messages from Ofsted that class observations might not be part of future inspections.
- Student attendance though not meeting target had significantly improved.
- No permanent exclusions during the year and no fixed term exclusions meeting the criteria for Governor review.

Strategic Item - Leadership

a) School Structure and Accountability

Discussion covered in 4 above and 4c below.

b) Student Voice

Governors were advised that students had presented on the three Ps their own initiative that focussed on being positive, prepared and polite. In addition Governors had been provided with four examples of student voice initiatives:

- Results of senior student research project to direct the Learning for Life curriculum.
- Allocation of senior student responsibilities obtained from the Student Democracy Co-coordinator and Heads of Department.
- Summary report of impact of student voice action research projects on the learning communities.
- Departmental reviews with views of students.

In response to a question Governors were advised that senior students were appointed after a vote from their peers following receipt of an application supported by school staff. Governors were keen to enable the senior students to be more involved in school governance and would give consideration on how to achieve this.

c) Curriculum Review

The Headteacher reported that development of the curriculum was on going in response to nationally introduced changes. One initiative to be introduced would be the provision of



four specialisms for year 7 students to opt into based on their areas of interest and where they were most gifted. Transitional work with primary schools would be required to facilitate this.

7.32pm - Julian Benkel left the meeting.

5 Policies and Other Documents for Approval

a) Scheme of Delegation

AGREEMENT - The Full Governing Body approved the scheme of delegation with no changes for 2014/15.

b) Governors Allowances Policy - Updated for approval

AGREEMENT - The Full Governing Body approved the governors' allowances policy with the proposed minor amendments.

c) Equalities Policy

Equality policy to be considered at next Full Governing Body meeting.

d) Special Educational Needs Policy - Annual review

AGREEMENT - The Full Governing Body approved the special educational needs policy subject to the expansion of the initials w.r.t on page 9.

6 Reports and Recommendations from Governors

a) Budget 2014/15, including proposed staffing and capital expenditure

Governors considered the proposed budget for 2014/15 and the accompanying report from the nominated governor who provided a verbal summary of the key areas:

- The reserves would reduce over a three year period due to the planned increase in staff number and a forecast reduction in school roll.
- The school had in place a proper and workable staff structure and the five year strategy was to sustain the staffing structure whilst retaining a breakeven position. An analysis in the following financial year would determine whether a reduction in staffing would be necessary.
- The Headteacher reminded Governors that the Local Authority needed new secondary places and that the possibility of extension of public spaces at Varndean was being looked at.
- The allocation of a turnover factor within the budget had been included following guidance from the Local Authority.
- Whilst income from lettings and miscellaneous income appeared high past experience had demonstrated a capacity for the school to deliver the budgeted income.

AGREEMENT - The Full Governing Body approved the budget for 2014/15 as presented.

b) Health and Safety

The Full Governing Body received the health and safety report from the nominated governor who reported that no amendments were required to the health and safety policy and that further investigation was required into the reported incidents within the PE department.

7 Any Other Business

a) Music Hub

The Headteacher was congratulated for his appointed to the Department of Education's music advisory steering group.

b) Change in Personal Circumstances

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



Robbie Mitchell advised that he would be working part time from September and would in time be looking to step down from the Governing Body. Governors were sorry to hear this and acknowledged that he had been an excellent staff governor.

Meeting ended at 8.14pm
Date of next meeting - 2nd October 2014



Actions Arising from Full Governing Body Meeting 19th June 2014

Actions Agreed	By Who	By When
Jon Dee and Frances Franklin to meet with the SLT to review and confirm the findings from the 2013/14 school improvement evaluation and to consider the suggested targets for 2014/15. Final evaluation and improvement plan documents to be presented to the Full Governing Body at next meeting.	JD, FF	Autumn 2014
Further investigation to be completed into the reported incidents within the PE department.	AS	Autumn 2014