



**Meeting of Full Governing Body
20th September 2012
6pm
Library at Varndean School
Minutes**

Governors: Richard Beynon, Anne Cox, William Deighan, Ray Gold (Chair), Richard Lumley, Robin Marin (from 6.13pm), Robbie Mitchell, Paul Offord,

Associate Members: Krissi Carter, Jon Edgell, Gareth Hughes, Helen Leigh-Phippard, Jo Meloni, Sara Spivey.

Clerk: Teresa Carter

- | <u>Agenda item</u> | <u>Lead</u> |
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| 1 Introduction - The Chair welcomed all to the meeting followed by round the table introductions. <ul style="list-style-type: none">a) Freedom of Information - Governors were advised that minutes from Full Governing Body meetings would be published on the school's website.b) Apologies for Absence - Apologies for absence were received from Julian Benkel, Barbara Cotter and Jon Dee. The Chair whilst accepting apologies stressed the importance of attendance at meetings following the reduction in Governors.c) Declaration of Interests - Governors would be emailed with a declaration form for recording any declarations of pecuniary or business interests. No declarations were made in respect of items on the agenda. | ALL |
| ACTION - Governors to complete a declaration of pecuniary and business interests form and return to the Clerk for preparation of the annual register | ALL |
| 2 Last Meeting dated 11th July 2012 <ul style="list-style-type: none">a) Acceptance of Minutes - The Full Governing Body reviewed and approved five pages of minutes from the meeting held on 20th September 2012. The Chair signed them as confirmation of their accuracy.b) Matters Arising not Included Elsewhere on Agenda<ul style="list-style-type: none">• Item 2b - All Governors had contacted the Chair to express their preference regarding their own positions within the re constituted governing body. | |
| 3 Main Strategic Items <ul style="list-style-type: none">a) GCSE Results 2011/12 <p>The senior leadership team provided Governors with an overview of the GCSE results for 2011/12. A full analysis had been provided in the meeting papers. The following points were noted:</p> <ul style="list-style-type: none">• The changes to grade boundaries in English half way through the year had impacted on outcomes for some of the most vulnerable students. Two examples of individual students and the effect of the changes were provided. Overall it was estimated that ten students who had been assessed as likely to achieve a C grade in English did not. The school had written to the local MP regarding the unfair treatment of students and | |

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Governors were invited to write as well. Governors were further asked to consider the impact of grade boundary changes when reviewing the school results for 2011/12.

- Governors were advised of some individual student successes within the headline figures.

6.13pm Robin Marlin arrived at the meeting

- Some individual department had achieved their best ever results and those departments that had been of particular concern in the previous year had substantially improved results due to the hard work of the teams.
- Moderation in partnership with other schools across the city had been effective.
- Tracking of students on levels of progress underway with each lesson focussing on securing progress with a range of intervention strategies available.
- Value added progress seen for those students from a more deprived background had narrowed the gap but was not considered fast enough.
- The four year trends demonstrated that certain departments were not doing well enough and that actions for improvement would be included within the raising attainment plan for year 11 students. This plan would be shared with Governors as it had been in the previous year.
- Subject targets would be re established based on current grades plus three levels of progress and monitoring undertaken on this basis.

The Chair advised that a task group of Governors had undertaken an analysis of the detailed exam results data and asked Richard Beynon to provide some feedback on behalf of the group. A tabled paper was provided and the following comments made:

- The task group had concluded that the results for 2011/12 had been disappointing overall and whilst there had been some individual cause for celebration it was appropriate for Governors and the leadership team to hold themselves to account.
- The key trends reveal two out of twenty eight departments with an upward trend with many others showing a lack of consistency with an up and down trend. Further more twenty one out of twenty eight departments had not achieved the Fischer Family Trust level D (FFTD) expected levels with over half being over 10% away from target. Of those departments meeting their FFTD target the majority were vocational subjects.
- Moving forward the national floor targets were important and improvement in both maths and English were required. The change to grade boundaries in these subjects was acknowledged as being very frustrating and unfair having been changed half way through the year.

Following the two presentations on GCSE results the Full Governing Body had a full and frank discussion during which the following points were made in response to questions:

- Both the leadership and task team presentations were based on the same data, which had been circulated to all Governors who were able to draw their own conclusions regarding the outcomes.
- Foundation papers are available in some subjects where the level is capped at grade C and these had been applied to students at Varndean.
- Classes that are grouped on ability are rotated so that teachers gain experience across the whole ability range.
- An understanding of what had gone wrong and what had gone well was required to be able to draw up a plan for improvement and activities to assist this were underway.
- It might have been more helpful to have a joint meeting and presentation of the leadership team with governors rather than two perspectives, which had caused some governors confusion.

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- Curriculum changes imposed during a year were normal but during 2011/12 the pace of change had been exceptional. It was likely that this would continue into 2012/13.
- Governors were welcomed to visit the school to get an insight into the processes being put into action for improvement in teaching and learning.
- In conclusion the Chair welcomed the expression of differing opinions and urged everyone to work together to reach solutions to provide the best education for the students

7.21pm - Ten minute break in meeting.

4 **Governing Body 2012-13**

- Confirm Constitution and Terms of Reference** - Following the Full Governing Body's agreement to reconstitute and disband the committee structure a task group had worked on a reporting and work flow structure based on the principles that the Full Governing Body had previously agreed. A draft paper had been circulated for Governors' consideration. The Chair proposed the structure detailed with the paper for adoption by the Full Governing Body. See 4 below for further discussion of this item.
- Appoint Co-opted Governor** - The Chair proposed that Richard Beynon be appointed a Co-opted Governor for a period of four years.

AGREEMENT - The Full Governing Body unanimously agreed to the appointment of Richard Beynon as a Co-opted Governor for a period of four year.

- Appoint Governors to Strategic Commissioning Hub**
 - The role of the Strategic Commissioning Hub as outlined in the constitution paper under item 4a was discussed and clarification given that the role was to allocate tasks to carry out specific work as requested by the Full Governing Body and outside of this would not be a decision making body.
 - The Chair made recommendations on the membership of the Hub based on the skill sets of Governors
 - There was some concern about the Headteacher not being considered for inclusion on the Hub particularly as much of the commissioned work might be required by school staff to undertake,
 - There was further concern about meetings not being minuted in the same way as committees though it was noted that a standard reporting system would be introduced to feedback to the Full Governing Body, which would then be referred to within formal minutes.
 - The potential of an external advisor being commissioned to undertake work was thought by some Governors to be outside of the remit of a group of Governors.
 - Overall it was felt that the model as outlined was sound but would require good communication. The inclusion of the Headteacher on the Hub would also overcome some of the concerns expressed,

AGREEMENT - The Full Governing Body agreed to the membership of the Commissioning Hub being six governors to include the Headteacher, Chair, Vice Chair and one representative from each of the two main task groups. The appointment of the following was agreed:

**William Deighan
Ray Gold
Jon Dee
Julian Benkel
Barbara Cotter**

- A further position on the Hub was offered to all Governors to put themselves forward for leading to Richard Lumley and Richard Beynon expressing an interest. They both left the room whilst Governors considered

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the appointment of the final Hub member

AGREEMENT - The Full Governing Body agreed by a show of hands in favour of Richard Beynon being appointed to the Commissioning Hub.

- d) **Associate Members -** Governors considered the appointment of Associate Members under the new constitution.

AGREEMENT - The Full Governing Body agreed the appointment of the following Associate Members for one year.

**Helen Leigh-Phippard
Jon Edgell
Sara Spivey
Gareth Hughes
Krissi Carter
Jo Meloni
Associate Members**

AGREEMENT - The Full Governing Body agreed to no Student Associate appointments being made for 2012/13. Individual or groups of Students would be invited to attend meetings for specific items of interest to them.

5 Any Other Business

- a) **The Chair gave a vote of thanks for the contribution made by Juliet Mccaffery a long serving Governor that had left at the end of the last academic year.**
- b) **Staff and Governors Meeting**

ACTION - The Chair requested staff governors facilitate a meeting with staff members who wished to meet with Governors. PO/RM

- c) **Varndean Links -** The Chair asked Jon Edgell to represent the Governing Body on Varndean Links.
- d) **School Improvement Plan**

AGREEMENT/ACTION -It was suggested that the commissioning hub look at the school improvement plan with a view to delegation of tasks. Hub

- e) **Meeting Dates -** The next meeting of the Full Governing Body was changed to 29th November due to a clash with school activities. Dates for Hub meetings were agreed as 4th October and 18th October and school trips 24th October.
- f) **Trips Approval**

AGREEMENT/ACTION - It was agreed that a group of at least three Governors would review the proposed school trips for 2012/13 and approve on behalf of the Full Governing Body reporting back at the next Full Governing Body meeting.

Meeting ended at 8.51pm
Date of next meeting - 29th November 2012