



**Meeting of Full Governing Body
25th April 2013
D8 at Varndean School
6pm**

MINUTES

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

Officers Present: Teresa Carter (Clerk)

<u>Agenda item</u>	<u>Action</u>
1 Introduction	
a) Freedom of Information Governors were reminded that all approved non confidential minutes would be published on the school's website.	
b) Apologies for Absence Apologies for absence received from Julian Benkel.	
c) Declaration of Interests No declarations made.	

Prior to the next item the Chair apologised to the Full Governing Body for the way the previous meeting had been conducted under item 4c where there was an extended debate over the appointment of Governors.

2 **Student Presentation**

A group of students joined the meeting accompanied by Krissi Carter, Deputy Headteacher to present the findings from a student survey which covered the following areas:

- Uniform
- Homework
- Behaviour
- Pastoral

The students' conclusion from the survey was that the four school structure had been successful in creating stronger pastoral relationships and there was more clarity of policy and procedure. However it was clear that inconsistency was still an issue with differences seen on how uniform checks were undertaken, the setting of homework and the processes for dealing with behaviour issues.

Governors were grateful to the students for undertaking the survey and for the presentation that provided useful information. The following information was provided in response to Governor questions:

- Some students felt that vertical learning was overly complicated and the wording of the question in the survey may have caused some confusion, hence the negative response to whether students thought vertical learning was a good idea.
- Many students did not mind if uniforms checks were undertaken or not but were concerned with fairness and that any system should be applied equally across the school.
- Experience of clustering of homework at the same times had prompted the question in the survey leading to the response that most students preferred to be set homework to complete during the school week.

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- An improvement action plan would be produced using the outcome data from the students' survey.
- Further developments of student voice initiatives were underway with a plan for a learning commission to involve students in lesson planning.
- The co-ordination of school council with the four school structure was working well.

The Chair thanked the students for their contribution and advised that it had been a pleasure working with the group in development of student voice at Varndean.

3 Last Meeting dated 7th March 2013

a) Acceptance of Minutes

The Full Governing Body reviewed and approved four pages of minutes from the meeting held on 7th March 2013 subject to amendments to the wording in 3c as proposed by two Governors.

ACTION - Minutes to be amended with agreed wording in section 3c prior to publication. TC

b) Matters Arising not Included Elsewhere on Agenda

Policies - The Clerk had been provided with an updated policy list including the authorising officers; this would be posted to the Governor google site.

4 Regular and Other Governance Items

a) Reports from Heads of Schools

Governors received the separate reports for each of the four schools the content of which were noted. There was a discussion about the content of the reports and agreement that whilst the reports were good they were more suited to a parent audience. Something less descriptive for Governors was required and more focus on judgements and suggested outcomes. The Headteacher's report was referred to as an example of what Governors required with the addition of a short narrative on the atmosphere and ethos of each school. There was an expectation that having received a presentation on attendance at the last meeting that some actions would have been incorporated in the reports.

ACTION - Heads of School reports in revised format to Full Governing Body meeting in June 2013. WD

Governors requested whether the parent body had been advised of the appointment of two Heads of School and were advised that there had been notification on the website. A letter of introduction from the new Heads of Schools to parents was encouraged.

b) Governing Body Structure

There were two applications for the vacancy of Co-opted Governor, which had been circulated in advance of the meeting.

- As a follow up to previous discussions the Chair read from an email from an absent Governor regarding his understanding of the agreed process regarding appointing parents into Co-opted positions. It was pointed out that a further email had been received from the absent Governor shortly before the meeting that followed up the points made in the first email and gave an alternative view.
- The Chair reiterated his position that he was not in support of any Varndean parent being Co-opted and that any interested parent applicant should go through the parent governor election process.

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He further expressed that he was uncomfortable that democratic process was not being followed.

- In response a reminder was given that there was agreement at the last Full Governing Body meeting that efforts should be made to fill the Co-opted vacancy that had been outstanding since September 2012 and that all Co-opted Governor applications received seven days prior to the current meeting would be considered. Furthermore a current Governor who was a parent had been Co-opted to the Governing Body.
- There were discussions about the second candidate and comment that it might have been useful to meet him in addition to receiving the completed application. It was pointed out that previous appointments of Community Governors had been appointed on recommendations from the Chair and Head teacher without other Governors having had the opportunity of meeting them.
- Jon Dee nominated Richard Lumley for appointment as Co-opted Governor and Paul Offord seconded the nomination. There were no further nominations. A vote by show of hands was taken on the appointment of Richard Lumley as a Co-opted Governors.

AGREEMENT - Four Governors voted in favour of the appointment of Richard Lumley as a Co-opted Governor and one against. Four Governors abstained from voting. Richard Lumley was appointed as a Co-opted Governor for four years.

5 Policies and Other Documents for Approval

- Health and Safety Policy

AGREEMENT - The Full Governing Body approved the amended Health and Safety Policy as presented and the Chair and Headteacher signed it as confirmation.

6 Reports and Recommendations from Commissioned Work

Items due include

a) Staff Survey

An action plan had been drafted using the information from the staff survey and was ready for circulation to Governors.

ACTION - Staff survey action plan to be circulated to Governors for comment. AC/TC

b) Pupil Premium

Governors were advised that pupil premium expenditure and impact was a key area for Ofsted scrutiny and that Governors should have a good knowledge of the pupil premium priorities.

ACTION - Pupil Premium to be reported by the next Full Governing Body meeting. JD/RL

7 Any Other Business

Meeting Dates

The next meeting date was changed to 3rd June 2013.

Meeting ended at 7.37pm



Actions from meeting

ACTION ITEM	Who & When
Amendment to minutes from 7 th March 2013	TC 3/6/13
Circulate staff survey action plan	AC/TC 3/6/13
Pupil Premium report	JD/RL 3/6/13

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

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