

**Meeting of Full Governing Body  
26<sup>th</sup> March 2015  
Eco Building  
6pm**

**MINUTES**

**Governors Present:** Maggie Barradell, Julian Benkel, Jon Dee (Chair), William Deighan, Judith Ford, Richard Lumley,

**Officers Present:** Teresa Carter (Clerk)

**In Attendance:** Anthony Easton, Jo Meloni

Agenda item

Action

**1 Introduction**

**a) Apologies for Absence**

Apologies for absence received from Oliver Cattermole, Athena Corbin, Giovanni Francheschi, Frances Franklin and Jess Morris. The Clerk confirmed that the meeting was quorate. Judith Ford was welcomed to her first meeting as elected Staff Governor.

**b) Declaration of Interests**

None

**2 Last Meeting dated 29<sup>th</sup> January 2015**

**a) Acceptance of Minutes**

The Full Governing Body reviewed five pages of minutes from the meeting held on 29<sup>th</sup> January 2015. The following amendments were requested:

- Removal of the word further to second bullet point in 3b.
- Additional comment within item 5 regarding the communication of curriculum changes.

**ACTION - Amendments to minutes of 29<sup>th</sup> January 2015 to be made in line with discussions above prior to Chair's signature and publication.**

JD/TC

**b) Matters Arising not Included Elsewhere on Agenda**

- Following requests one Governor and the Clerk had been provided with access to the online safeguarding training available from Hays.
- Frances Franklin had visited the school to review the student progress processes and a report would follow for the next meeting.
- Report on teaching hours covered by supply of newly qualified teachers was in hand and would follow by email.
- A Governors' tour of school led by students had been set up for 14<sup>th</sup> April at 9.15am following a requests from new Governors. All Governors welcome to attend.

**3 Chair's Update**

The Chair provided an update on business conducted on behalf of the Governing Body since the last meeting:

- The Chair had attended the termly school improvement strategy meeting with the Local Authority during which external advisors had provided confirmation that the school had robust student monitoring processes in place and was on course to improve student outcomes in 2015 examinations and meet targets. In addition a full self assessment report had been provided to support the school's judgement as being a good school. An extract of this report on year 11 predictions was tabled. Despite the assurances provided the Local Authority remained of the opinion that the school was at risk of being judged as requiring improvement school due to the dip in 2014 GCSE results.

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

- There was a query regards the effectiveness of data tracking outside of year 11 and the teacher’s knowledge of targets based on a Governor’s personal experience. Governors seeing any disconnect with what they were hearing at Governors’ meetings and their experience as a parent of a Varndean student were invited to meet with the appropriate Head of School to look through their child’s individual progress data in more detail.
- As part of the overall governance improvement plan a project to up skill governors in understanding and interpretation of strategic student data over the whole five school years had commenced and a summary of the various stages of the project was provided in the meeting papers.
- The Chair of Governors had previously alerted Governors that both the current Chair and Vice Chair’s term of office would expire just before the last Full Governing Body meeting of the academic year and requested an extension to the terms of office under the end of the meeting scheduled for 11<sup>th</sup> June 2015.

**AGREEMENT - The Full Governing Body agreed to an extension of the terms of office of the current Chair and Vice Chair of Governors until the end of the June meeting.**

Note - The order of the agenda was changed at this point to ensure that the meeting was quorate for any further items requiring approval. 6a to 6c were taken next followed by 5a and 5b. The minutes are recorded in original agenda order.

**4 Headteacher’s Report**

The Headteacher presented his report to Governors in the agreed format and on an assumed read basis. The following points were specifically discussed/noted:

- Pupil premium achievement gaps decreased during year, though the large group of children on C3 and C2 grades predictions for English and/or maths continued to be a concern due to vulnerability dependent on where grade margins set.
- The city Ethnic Minority Achievement Support (EMAS) team had visited and concluded that the gap between Varndean’s black, minority and ethnic (BME) students’ attainment and that of their peers was not significant.
- Governors were advised that detailed raising attainment plans (RAPS) were available on request for this Spring term, an executive summary of RAP progress was provided by Jo Meloni using a PowerPoint presentation. The presentation provided information on current positions following mock exams, against professional predictions of the courses subject to a RAP. Additional verbal detail of individual subjects was given in response to questions from Governors. Post mock analysis had identified the types of questions that students had dropped marks on to enable focussed revision sessions. Other actions taken included seating plan changes, differentiated learning, target groups in each department and regular meetings with Heads of Department.

7.08pm - Richard Lumley left the meeting at which time it became inquorate. The meeting continued though minutes have not been recorded of the discussions under the final item being the strategic item of behaviour and safety. A copy of the PowerPoint that was presented for this item was included within the meetings papers circulated to all Governors. Statistics for exclusion and attendance were included within the Headteacher’s report.

Attendance is up 1% on this time last year and has held steady at this point for a significant period of time. There has been positive momentum in areas which have been areas of concern, Y9 and Y11, which has been generated by large events like options and pre-public exams, which have been positively managed. Gaps are closing compared to previous years. It is unlikely, however, that overall attendance will meet national averages.

Targeted work is paying dividends in greatly reduced numbers of PAPs this academic year, with 50 fewer students being under that benchmark compared to this time last year. This targeted work has been school bases focusing in on students in the 81 - 86% region and relentlessly working with families to ensure students maximise their attendance such that it climbs above 85% and goes beyond that to much more acceptable boundaries.

There have been no permanent exclusions this year to date.

**Strategic Item - Behaviour and Safety**

- a) **Exclusion**
- b) **Attendance**
- c) **Behaviour for Learning**
- d) **Monitoring & Provision for Students During Non-Structured Time**

**5 Reports and Recommendations**

- a) **Finance Report**  
Governors received a report summarising the work undertaken to review the School's financial performance to date. The outcome of the review and financial position of the school were noted. The Headteacher additionally advised that there were plans being drawn up for an additional classroom that would require some capital expenditure.
- b) **Health and Safety**  
Governors received a report summarising the work undertaken to review the actions taken to review the School's health and safety arrangements. The outcome of the review was noted.
- c) **Nominations Committee Update - Skills Audit**  
The National Governors Association skills audit questionnaires had been circulated to all Governors to complete as part of the governance self evaluation to be undertaken by Nomination Committee in line with the agreed terms of reference.

**ACTION - Nominations Committee to meet before end of April 2015 to consider the Governing Body skills audit and plan for recruitment to the Co-opted Governor vacancy.** JB

**6 Other Policies and Documents for Approval**

- a) **Behaviour for Learning Policy**  
An updated behaviour for learning policy including additional information on radicalisation and extremist views was presented for approval.

**ACTION - The Full Governing Body approved the behaviour for learning policy as presented.**

- b) **Child Protection/Safeguarding Policy**  
An updated safeguarding (child protection) policy had been reviewed and recommended by the Governor with specific safeguarding responsibility.

**AGREEMENT - The Full Governing Body approved the safeguarding (child protection) policy as presented.**

- c) **Health & Safety Policy**  
The current health and safety policy had been presented from its scheduled review with no proposed changes.

**AGREEMENT - The Full Governing Body approved the health and safety policy as presented subject to a check of the correct company name responsible for building maintenance.**

**7 Any Other Business**

None

Meeting ended at 7.39pm  
Date of next meeting - 11<sup>th</sup> June 2015

**Actions Arising from Full Governing Body Meeting 26<sup>th</sup> March 2015**

Actions Agreed	By Who	By When
Amendments to minutes of 29 <sup>th</sup> January 2015 to be made in line with discussions prior to Chair's signature and publication.	JD/TC	End April
Nominations Committee to meet before end of April 2015 to consider the Governing Body skills audit and plan for recruitment to the Co-opted Governor vacancy.	JB	End April