

**Meeting of Full Governing Body
8th March 2018
Room: Library
6pm**

MINUTES

Governors Present:	Simon Bowes, Jon Dee, William Deighan, Judith Ford, Giovanni Franceschi, Josephine Izard, Alex Marsh (Chair), Emma Warde-Robinson
Officers Present:	Teresa Dee (Clerk)
In Attendance:	Simon Davies, Hilary Goldsmith, Jasmine Marshall-Fraser, Mark Sorrell

	<u>Agenda item</u>	<u>Action</u>
1	<p>Introduction</p> <p>a) Welcome Simon Bowes as Parent Governor & Josephine Izard as Co-opted Governor were welcomed to their first meetings of the Full Governing Body.</p> <p>AGEEMENT - The Full Governing Body approved the appointment of Josephine Izard as co-opted Governor for a period of four year.</p> <p>b) Apologies for Absence Apologies for absence received from Julian Benkel, Di Francombe, Rob Reed and Ian Rodgers. Jon Dee had sent apologies in advance for late arrival.</p> <p>c) Declaration of Interests The declarations register was circulated. There were no additional declarations.</p>	
2	<p>Last Meeting dated 11th January 2018</p> <p>a) Acceptance of Minutes The Full Governing Body reviewed and approved the minutes from the meeting held on 11th January 2018. The Chair signed the minutes as confirmation of their accuracy.</p> <p>b) Matters Arising not Included Elsewhere on Agenda The actions arising from the last meeting were reviewed</p> <ul style="list-style-type: none"> • GDPR and Cost savings update later in meeting. • Senior Finance Officer meeting booked for following week. 	
3	<p>Chair's Update</p> <p>a) Governors Link Roles List of Governor link areas had been reviewed with the addition of roles where guidance suggested that link be included and some further areas linked to school improvement plan. Proposed schedule had been circulated with the attached school leads. Following some email discussion with individual Governors the following revised links had been confirmed:</p> <ul style="list-style-type: none"> • Premises Management - Ian Rodgers. • Staffing Matters - Josephine Izard. • Careers Guidance - Simon Bowes. • Curriculum - Di Francombe. • Safeguarding and Vulnerable/Looked after Children - Emma Warde-Robinson. <p>Additional areas requiring a link or additional governor support to current link:</p> <ul style="list-style-type: none"> • Raising Attainment Plan. • School Improvement Plan. 	

Signatures.....Date.....

	<ul style="list-style-type: none"> • Student Progress Data. <p>ACTION - If Governors have capacity to take on the additional link roles to contact Chair of Governors, who will confirm final allocation of responsibilities at next Full Governing Body meeting.</p> <p>ACTION - Additional link areas to be incorporated within annual agenda plan.</p> <p>b) End of Year Meeting Additional Governing Body meeting to be held to close of the school improvement plan for 2017/18 and to drive out priorities for the following year with a view to approving school improvement plan at the first meeting. Date for this meeting would be Friday 13th July, the date of sports day to which governors were invited to attend.</p> <p>6.13pm - Simon Bowes left the meeting.</p>	<p>Govs/AM</p> <p>TD/AM</p>
4	<p>Headteacher's Report The Headteacher presented his report to Governors on an assumed read basis highlighting the following points.</p> <ul style="list-style-type: none"> • The School had been part of research and a resulting BBC news article about musical education. • A group of year 8 Varndean students had represented Brighton and Hove in the Premier League Enterprise Challenge doing well winning the south east heats and going forward to the national final. • Year 7 and 8 girls' football team in national final. • Goat race on 23rd March at 1pm. Two Governors required to herd William the goat through this. <p>Additional reporting at the request of Governors on the following areas:</p> <p>a) School Organisational Structure Organisation structure documented for Governors. The Headteacher advised that structure of four schools within a school had been in place since 2012 and was a school strength that he wished to retain. Some adjustment however was being made out of necessity over time, which involved not replacing two deputy heads/ heads of school. Instead the remaining two deputy heads would take on responsibility for two schools each and within each school there would be a deputy head of school and two school leaders to support them.</p> <p>b) School Performance Tables Mark Sorrell provided Governors with summary information of the external performance data available.</p> <ul style="list-style-type: none"> • The Schools' performance tables were published in January. Information available publicly enabling comparisons to be made with other schools. • Analyse school performance (APS) issued in place of RAISE online. APS is a secure website requiring a log in. It took until late January for the report to come out which had not been particularly helpful in terms of acting on new insights. However the data within it is interactive and has more useful than RAISE. It provided an inspection dashboard report similar to the previous governors' inspection report, providing contextual information as well as performance data. Two years data is available within APS. • The School's own evaluation form had been updated looking at impact of previous year's plan and the focus for the current. Summary document tabled. Further analysis had been carried out on the impact of the twelve outlier students reported to Governors previously and when removed from data the overall progress 8 score was 0 as opposed to -0.17. Governors asked what the outlook for outliers was for current year and were advised that there were far fewer of them, the cases were less severe and impact on overall performance was expected to be much less. Many of the focus areas were subject to raising attainment plans (RAPS). The latest RAPS 	

had been circulated to Governors.

There was a question about parental feedback on the publicly available data noting that there had been a slight shift in progress 8 score below average. School leaders advised that with the data coming so late and more of an interest in the GCSE gradings the feedback about the school's progress 8 score had been minimal. A further question was about the current cohort and predicted progress 8. The response was that in year data indicated an improved performance but that predicting progress 8 positions was always difficult as it was dependent on national performance.

c) Pupil Admission Numbers

The Headteacher provided an update on the School's offer to increase the pupil admission numbers (PAN) from 2018/19. It had been agreed with the LA that an additional 30 students would be admitted in September 2018 as part of the temporary increase previously offered as part of the Admissions Consultation and an analysis of the school infrastructure was taking place to review what the school needed to be in place to accommodate an increase in PAN on both a temporary and a permanent basis. Current situation is that that Varndean had requested to increase the PAN on a permanent basis by 30 students and was awaiting a formal response from the LA.

ACTION - Update to be provided to the next Full Governing Body meeting on the Local Authority response to permanent PAN increase and proposed next steps

WD/AM

d) School Finances

The Full Governing Body had previously authorised a review of school structure with a view to delivering a balanced budget for 2018/19. With the additional students in September 2018 it was thought that a restructure might not be needed but the impact of additional attached funding from September 2018 had been completely offset by a reduction in the pupil premium and lower attaining student income. The Headteacher had therefore presented to the Finance Working Group of governors with potential restructure proposals. A consultation paper had been drawn up and agreed by the Finance Working Group and this would be going to the unions in accordance with standard procedures before communicating with staff. Individuals affected would be met on a one to one basis before roll out to whole staff body the following week. It was recognised that it would be a difficult time for the school but as with other secondary schools within the city a restructure was unavoidable given the very challenging funding environment.

The Chair asked the Headteacher to give Governors some idea of the scale of the restructure. This was done by a summary of the departments affected and the rationale behind reductions in those areas.

Governors noted that the restructure was very targeted and not wide spread but did affect from senior leadership down, not affecting any particular staff group. Savings from non staffing cost had already been made where possible in 2016/17 and 2017/18.

The Headteacher summarised that capacity was required in the budget to cover any unplanned costs such as the £94k that had been passed on to the school by the Local Authority in the current year. The scale of the restructure needed to be sufficient to avoid a further exercise as no deficits were being authorised by the Local Authority from 2018/19 financial year.

The outcome from the consultation would go back to Governing Body via the Finance Working Group before final proposals drawn up and identifying staff at risk of redundancy. The delegated authority to the finance group would need to be extended though all Governors would be made aware as the process progressed.

There was a question about the psychological support that would be available to students and staff following the restructure and the Headteacher advised that there would be a flexible approach bringing in specialists as required under a centralised service within the school.

	<p>Clarification on what Full Governors would receive on the consultation was requested and it was advised that mid May a final report would be available to go through Finance Working Group for feedback to the Full Governing Body.</p> <p>AGREEMENT - The Full Governing Body agreed to the Headteacher taking the restructure proposals to the next stage advising unions and staff the following week in accordance with proposed timetable.</p> <p>There was a suggestion to roll out proposals on the following Monday night to all staff instead of the Tuesday so that all staff would be informed on the same day.</p> <p>In view of next steps it was proposed that the Finance Working Group review outcomes in May with a commitment to escalate to the Full Governing Body if there were significant variances from the plans explained in this meeting.</p> <p>AGREEMENT - The Full Governing Body delegated the May review and agreement of the outcome of the restructure consultation to the Finance Working Group on the basis that if the plan had deviated significantly from the original it would go back to Full Governing Body prior to the next meeting scheduled for June 2018.</p> <p>ACTION - Update on Finances including final restructure proposals approved by Finance Working Group to be presented at next Full Governing Body meeting</p>	HG/ JB
5	<p>School Improvement Item - Personal Development, Behaviour & Welfare</p> <p>Jasmine Marshall Fraser presented the school improvement report on the area of personal development, behaviour and welfare commencing with the school’s behaviour policy which had been reviewed and updated to include some tightening up on uniform, changes to late detentions and general updating to named individuals within the policy. Governors noted the amendments as the Headteacher had approval delegation of the policy.</p> <p>An analysis report on behaviour for learning within the four key school improvement targets had been circulated in advance of the meeting and was presented to Governors with the following points highlighted:</p> <p><u>World class teaching and support provided by highly skilled knowledgeable adults with a passion for education.</u></p> <ul style="list-style-type: none"> • The school had an easy to use fully embedded behaviour policy, staff were familiar with the behaviour arrangement strategies and students were responding well to them. • A 15% reduction in students removed from class due to disruption to learning (parked students) was predicted for the academic year. • When parked students get a C4 level detention and within this time have restorative discussions. There was still some work to be done in this area to ensure consistency. • Continuing to embed the learning culture with scripted discussions. • Teaching and learning consistency being driven by “The Varndean Way” of dealing with low level disruption and the “do it now” activity. <p><u>World class personal development fostered by our four unique smaller communities.</u></p> <ul style="list-style-type: none"> • Positive picture reflected in the whole school behaviour data. <ul style="list-style-type: none"> ○ 64.1% reduction in fixed term exclusions. ○ 37.8% reduction in after school learning. ○ 15.2% reduction in IER. ○ 74% reduction in bully incidents. • Within the current year 11 there was an 80% reduction in issued behaviour points on the previous year 11. Governors asked about other year groups and were advised that other year groups were positive but year 11 stuck out. There was some concern about year 10 attendance, which had a different group dynamic. 	

- There was a Governor question about certainty that there was no under reporting of bullying and in response school leaders advised that at the beginning of this year this was picked up as a possibility and work was done with school bases to ensure that students were confident in approaching school bases. An additional place to log bullying (staff only) had been provided for the more grey areas and even with these the overall level of reporting was a reduction on the previous year.
- An in-house student survey would be used to fill the gap left by the central safe and well being at school survey, which was now biannual.
- More staff on call for immediate intervention to support students with a range of strategies available.

World class learning matched to meet the needs of individual students, extensive extra-curricular and leadership opportunities.

- A predominantly positive picture but some concern that 60% of students having received exclusion were pupil premium eligible students (school population 26%) population and 41% had a special educational need (school population 19%). Further work to be done to ensure the needs of more academically vulnerable students met.
- A number of steps had been taken to meet individual needs and provide leadership opportunities and external feedback was that the School were on track and doing a good job in meeting needs.

World class opportunities to make a positive difference to the global community.

- School events for charity with some amazing work from students.
- Positive behaviour and choices rewarded with achievement points.

6 Reports and Recommendations

a) Student Behaviour

Simon Davies reported that he had met with the lead governor for safeguarding and behaviour. A written Governor report had been provided with a recommendation to the Full Governing Body for approval of the redrafted written statement of behaviour principles.

AGREEMENT - The Full Governing Body approved the written statement of behaviour principles as presented.

b) Safeguarding Report

The Governor behaviour and safeguarding report included a summary of safeguarding arrangements, training, policy and procedures and student/parent awareness.

- Safeguarding officer appointed to support designated safeguarding lead.
- Community CAMHS counsellor based at school 2 ½ days a week.
- Child Protection Monitoring System (CPOMS) actively used for sharing of information and was found to very useful at meetings of professionals supporting individual students.
- Close working with available agencies.
- All staff trained in safeguarding at the beginning of the school year.
- More complex cases discussed at a weekly triage meeting.

c) Vulnerable Students/Looked After Children

The lead governor reported within her report that there were 4 looked after children under the oversight of the SENCO and that the vulnerable student register was reviewed at termly meetings.

7.20pm - Emma Warde-Robinson left the meeting.

d) General Data Protection Regulations (GDPR) Update & Next Steps

Hilary Goldsmith reported that she had completed Local Authority training on GDPR and had taken on the responsibility of data controller for the School though there had been some discussion that an officer at the Local Authority might be appointed for all local

	<p>maintained schools. Being engaged in processing of data there was a potential conflict of Business Managers overseeing their own work. A Local Authority GDPR Policy had been expected in January 2018; in the meantime the school had commenced work and would complete an impact assessment. It was reported that data collecting would be compliant but there was quite a bit of work on backdating and checking of old files.</p> <p>Governors commented that the real challenge was not getting a policy in place and that what the school was doing in ensuring compliance was essential.</p> <p>7.26pm - Judith Ford left the meeting - At this stage the meeting became inquorate with five Governors out of twelve in post remaining present.</p> <p>Governors suggested that the focus of a GDPR review be initially on high risk areas with a view to providing reassurances in these areas at the next Full Governing Body meeting.</p> <p>ACTION - GDPR assurance report including update on progress to address key new requirements and next steps to the next meeting of the Full Governing Body.</p> <p>ACTION - Request to be made to Local Authority for further guidance on LA policy / plans regarding GDPR compliance across Brighton schools.</p> <p>e) Change in Payroll Provider The Director of Finance and Operations had been prompted to consider alternative payroll providers following an increase by 24% in the cost of the Local Authority provided services. Following a commissioning exercise the short list of providers was provide to the finance group and following some financial checking and due diligence it had been agreed to appoint Orovia with a first pay run in parallel with the Local Authority pay run. In terms of financial savings a sum of £8,000 was expected and in addition as the PAYE provider the school would have access to the apprenticeship levy.</p>	<p>HG/JD</p> <p>AM</p>
7	<p>Finance Report</p> <p>a) Finance Group Report The Chair of Governors reported that the Finance Working Group had met on 2nd March and due to the sensitivities around the restructure discussions the notes from that meeting had not been circulated. The Director of Finance Operations presented a report on the current financial situation, projections for end of year position and the impact on budget for 2018/19. The following points summarise discussions:</p> <ul style="list-style-type: none"> • Current outturn predicted at £77k deficit an increase on that previously reported, mainly due to cost of covering staff absences and further reductions in other income. • Governors asked about confidence in the end of year predictions and were advised that there were potential further commitments i.e. higher than expected utility bills. • The deficit was disappointing particularly after significant savings had been made earlier in the year and would have a serious knock on effect into 2018/19 without a restructure of staffing. • The Local Authority Finance officer attached to the school had been through the outturn figures and would be forwarded the latest draft budget for 2018/19 incorporating the savings from a restructure. • Governors asked or more of an explanation around staff absence to understand the issues and were advised that whilst short term absences were down there were a number of longer term absences that were being managed. • The Finance Working Group had considered whether the proposed restructure was wide ranging enough to significantly impact on finances and provide certainty. As 2018/19 draft budget had been worked up on worst case scenario situations some reassurance was provided that it was sufficient. • Final draft budget would be presented at next Governors' meeting following detailed review by the Finance Working Group, and if further savings were needed they could be made then. 	

	<p>b) Schools Financial Value Standard (SFVS) The Finance Group had reviewed the SFVS return and proposed it to the Full Governing Body. The Clerk whilst reporting that the meeting was not quorate did confirm that the chair of the finance group who was absent from the meeting had given approval by email and was part of the discussions when it was agreed that the SFVS would be recommended for approval.</p> <p>AGREEMENT - The Full Governing Body approved the SFVS return as presented and gave authority for it to be signed and submitted to the Local Authority.</p> <p>c) Financial Projections - Outturn Report Discussion recorded under 7a above.</p> <p>d) Finance Audit Update All actions completed with exception for the Business Continuity Plan which would be included in an update to the next FGB.</p> <p>ACTION - Update on Business Continuity Plans to be provided at next Full Governing Body meeting.</p>	HG/JB
8	<p>Policies and Other Documents for Approval</p> <p>a) Behaviour Principles Written Statement Approved under 6a above.</p>	
9	<p>Governance</p> <p>a) Nominations Committee - Update The Chair of Nominations Committee provided an update on business conducted by the committee reporting that the skill audit had demonstrated that the School had a strong Governing Body with some areas such as diversity and community to focus on in future recruitment. It was noted that Giovanni Franceschi had agreed to stand for reappointment as Local Authority Governor on expiry of his current term of office, which was supported by Governors.</p> <p>b) Standing Orders The Clerk presented the Governing Body standing order document that had some minor amendments to reflect practice. Item 9 regarding collaboration with other schools was queried and Governors were reminded that an agreement had been approved with the schools within the partnership of leadership and learning. Those Governors present agreed the standing orders.</p>	
10	<p>Any Other Business</p> <p>a) Assistant Headteacher The Headteacher reported that an Assistant Head had been appointed from a very strong field of candidates.</p> <p>b) Vote of Thanks Simon Davies was congratulated on his appointment as Headteacher in another School and thanked for all he had contributed to Varndean in his role as Deputy Head and Head of School.</p> <p>Meeting ended at 7.56pm Date of next meeting - 7th June 2018</p>	