

**Meeting of Full Governing Body
 4th October 2018
 6pm**

MINUTES

Governors Present:	Simon Bowes, Jon Dee (Chair), William Deighan, Giovanni Franceschi, Hope McAdam, Rob Reed, Ian Rodgers, Emma Warde-Robinson
Officers Present:	Teresa Dee (Clerk)
Senior Leadership Team:	Laura Fairbank, Hilary Goldsmith, Gareth Hughes, Andy Roberts, Vicky Thorn

	<u>Agenda item</u>	<u>Action</u>
1	<p>Introduction</p> <p>Note - In the absence of both the Chair and Vice Chair of Governors the Governing Body agreed that Jon Dee would chair the meeting.</p> <p>a) Welcome Newly appointed members of the leadership team were welcomed to the meeting and introductions were made.</p> <p>b) Apologies for Absence Apologies for absence received from Julian Benkel, Judith Ford and Alex Marsh.</p> <p>c) Declaration of Interests Governors had previously been invited to submit an updated declaration of interest form for 2018, the register had been updated and circulated at the meeting for Governors to check and sign against their entry. There were no declarations of interest in relation to items on the agenda though it was noted that Rob Reed might have a potential conflict with a discussion item on school finance under agenda item 4 that had not been separately listed on the agenda.</p>	
2	<p>Last Meeting dated 7th June 2018</p> <p>a) Acceptance of Minutes The Full Governing Body reviewed and approved six pages of minutes from the meeting held on 7th June 2018. The Chair signed the minutes as confirmation of their accuracy.</p> <p>b) Matters Arising not Included Elsewhere on Agenda</p> <ul style="list-style-type: none"> • Action items on PFI and data protection training were due to be completed during the term. 	
3	<p>Chair's Update</p> <p>There were two items carried forward from the additional meeting in July that was postponed. One was the budget for 2018/19 covered off under 6a below. The other item was Governors' responsibilities. The Clerk had provided a schedule of current links and Governors were invited to take on additional roles in areas of specific interest to them. The following additional links were agreed:</p> <ul style="list-style-type: none"> • Teaching Learning and Assessment - Giovanni Franceschi • Curriculum - Simon Bowes with Hope McAdam supporting • Student Behaviour - Emma Warde-Robinson • Governor training - Jon Dee <p>The Chair asked the Headteacher to provide an update to Governors following the recent School Improvement Partner (SIP) monitoring visit. The tone of the SIP report was positive, having compared school outcomes with other city schools it</p>	

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	<p>was noted that Varndean had strongest results in 12 areas. Progress 8 scores had been published since the report and showed some improvement.</p>	
4	<p>Headteacher's Report The Headteacher presented his report in the agreed format with focus on the requested key areas of complaints and compliments, end of year evaluation and school improvement priorities.</p> <p>a) Complaints and Compliments Summary</p> <ul style="list-style-type: none"> • The majority of complaints are resolved at an informal stage. • Five formal complaints during 2017/18 a reduction on previous year. No specific trends identified. • One recent stage 3 complaint which was referred to the Information Commissioner's Office who had found in the School's favour. • 59 Compliments recorded during 2017/18, a significant increase on previous year (25). <p>b) End of Year Evaluation 2017/18 Academic year 2017/18 was the first year of the School's three year school improvement plan. The evaluation had been completed looking at milestones. The headlines for the year had been identified as follows:</p> <ul style="list-style-type: none"> • Positive progress 8 score (0.32). • Students achieving grade 5+ in both English and maths GCSE at 59%. • English and Maths progress (0.3/0.58). • Progress across all buckets. • Pupil Premium progress up to -0.12 from -0.63. • % of GCSE grade 7+ at 31%. • Attendance at 95.3%. • Fixed term exclusions reduced to 61 days. • Continuing professional development culture. • Outstanding curriculum. <p>c) School Improvement Priorities 2018/19 The school improvement priorities for 2018/19 were presented in a page to a view format highlighting some of the proposed success measures and activities within each of the four priority areas with an overall aim of a world class education. A supporting document was provided to show what was planned in each of the four learning cycles.</p> <p>d) Other Key Points from Headteacher's Report</p> <ul style="list-style-type: none"> • The School had been invited to appear in the parliamentary review of 2017/18. Copies of the review report were available for Governors. • Open evening had been a great success and very busy with 1500 attendees. 2 open mornings had been held with two further scheduled just before the final choice date for families. • Alison Browning had been awarded an MBE for her services to young people. Governors were welcomed to attend the DofE ceremony which would be Alison's last as DofE lead. • Funding levels remained an issue for schools and the Headteacher had joined a recent march. • Staff sickness absence continued to put a strain on the school resources. Governors asked about the processes for managing and whether the School felt they were sufficiently robust. In response Governors were advised that agreed staff absence management processes were followed and insurance had been purchased for the current year for payment in most cases after just three days of absence. • The proposed increase in pupil admission numbers (PAN) to 300 had accepted following referral to an adjudicator. This would be a permanent increase in PAN which would normally attract additional capital of around £5m for basic needs of increased numbers. A paper was going to the council policy committee proposing a revised distribution of basic needs funding to secondary schools across the city. The original £5m agreed for Varndean had been reduced to £4m. A letter in response to this proposal had been sent to Local Authority (LA) representatives who had provided 	

	<p>assurances in writing that that further capital would be available to complete the project should £4m prove insufficient. Governors asked how the project was progressing and were advised that the School had established a plan with some remodelling and identified the critical areas where there were shortfalls i.e. catering facilities ready for discussion with LA representatives. Governors also asked about how they might be involved with the project with the offer of establishing a working group feeding back to Full Governing Body.</p> <p>ACTION - Working group to be established in relation to buildings works for the expansion project.</p> <ul style="list-style-type: none"> The Governors' award for individual progress would be announced shortly and given out in an assembly. 	AM/TD
5	<p>Outcomes for Students</p> <p>a) Attainment and Progress Data Gareth Hughes presented the 2018 GCSE results; the following summarises the key points of the presentation and discussion.</p> <ul style="list-style-type: none"> Achievements at higher ability with 12% of students achieving a grade 9 grade. It was expected that the school would look strong in national performance tables. A good ethos in the year had contributed to strong results along with the support received and quality of teaching. Progress was most obvious within the core subjects and notably the previous disruptions to the science department had been overcome resulting in a respectable set of results. There was some variation in foundation subjects where the interventions had not impacted as much as had been hoped i.e. in French. Key subject of was computing with progress score of -0.94. Governors asked whether the department was fully staffed and were advised that it was. Governors were aware of some historic turbulence in the department and hoped that a period of stability would result in improved outcomes. There was a question about coverage on entries within the non-core subjects that formed part of bucket measures. Further data on this would be sent to Governors for information. There was scope for the Ebaac measures to be stronger as science strengthened. The current year 11 might be more challenging as the group was more fragmented in social cohesion with a significantly higher % of boys. The first round of pre public examinations (PPE) were due to take place the following week. Governors commented that the outcomes demonstrated a positive leap forward and were interested in what had been behind this. The Headteacher commented that the four school model was well established and that high expectations had been part of this model. The 2018 year group were the first to have gone through Varndean completely under the 4 school model. The year group had been very supportive of each other, seen as a team working together. Governors had been disappointed that they had not received a communication on results day and had to search out the press release for information. It was noted that usual practice was for this information to go to the Chair of Governors and on this occasion there may have been a break down on communication. <p>b) Pupil Premium Group Vulnerable groups had made good progress during 2017/18 with disadvantaged students outcomes on average a ½ grade better. Governors asked whether the gap between disadvantaged and non-disadvantaged had reduced and were advised that the gap had remained the same. Governors acknowledged that with rising outcomes for everyone reducing the gap was a challenge but should remain a focus. The school had identified that outcomes for high prior attainers in the pupil premium group were a concern but noted that where the school had been successful was where the focus had been on all students and raising expectations for all. A poverty proofing audit was being undertaken at the school to help with assessing the</p>	

	<p>experience of disadvantaged students. This would involve talking to all students. The report was due mid-November.</p> <p>c) Special Educational Needs (SEN) Group Progress of students in SEN group also strong though with a few individuals with needs that were holding them back.</p> <p>d) Raising Attainment Plan A data report on those subjects that had raising attainment plans during 2017/18 had been provided in advance of the meeting. It covered nine subjects, each had been analysed and been colour coded to indicate success against predetermined targets. Computing and French previously mentioned were highlighted red. Governors queried whether computing should be part of the school's curriculum offer being a non-compulsory subject. School leaders commented that there was an appetite for the subject with 50 students having chosen the option.</p>	
6	<p>Financial Control</p> <p>a) Financial Projections The Director of Finance and Operations presented a finance update and financial outturn report to month 5. The following points were noted:</p> <ul style="list-style-type: none"> • Surplus of £84k forecast at end of year, this had been due to savings in teaching and staffing following the restructure which had been designed to provide financial stability and contingency to cover unexpected centrally imposed expenditure. • Pay increments across the board of 2% had been incorporated into the 2018/19 budget. Pay increments for teachers were being centrally funded by an allocation per student grant the result of which would be a net gain for the school. • Staffing levels were very tight with little flexibility with the impact being felt amongst the pastoral support staff in particular. This was an area for monitoring to ensure learning outcomes not impacted. • Premises budgets looked overspent due to equipment being purchased for the temporary expansion in student numbers. A previous £2m had been allocated for this which the school was hopeful of being able to access. <p>ACTION - Governors requested a breakdown of the % spent on staffing in relation to income.</p> <ul style="list-style-type: none"> • Finance group of governors had not yet met in autumn term. <p>ACTION- Finance Group to meet in the Autumn term</p>	HG/TD
7	<p>Policies and Other Documents for Approval The School and Governor leads for safeguarding reported on activities, both being new to the role.</p> <p>a) Safeguarding Policy Following updates to the Government's "Keeping Children Safe in Education" document a number of amendments to the school's safeguarding policy had been made. The policy was presented for Governors approval with the recommendation of the lead governor for safeguarding. Amendments to the policy were indicated in red.</p> <p>AGREEMENT/ACTION - The Full Governing Body approved the safeguarding policy as presented subject to some minor changes to be suggested by the Governor Lead for safeguarding.</p> <p>b) Safeguarding Audit The safeguarding leads had completed a safeguarding audit for submission to the Local Authority and alongside this an action plan was in development.</p> <p>Note - A full report on safeguarding was due at meeting three of the Governing Body.</p>	EWR/VT
8	<p>Any Other Business</p> <p>a) Pay Panel</p>	

	<p>Pay decisions would normally be delegated to the pay panel consisting of the Chair of Governors and Vice Chair of Governors. As the Chair was unavailable for a few weeks delegation to two Governors with the Headteacher was agreed. This panel was also delegated with approval of the pay policy.</p> <p>ACTION - Pay Panel consisting of two Governors plus the Headteacher to meet before half term to approve pay decisions and pay policy.</p> <p>Meeting ended at 7.24pm Date of next meeting - 17th January 2019</p>	TD
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