

**Meeting of Full Governing Body  
7<sup>th</sup> June 2018  
Room: Library  
6pm**

**MINUTES**

<b>Governors Present:</b>	Julian Benkel, Simon Bowes, Jon Dee, William Deighan, Judith Ford, Alex Marsh (Chair), Hope McAdam, Rob Reed, Ian Rodgers, Emma Warde-Robinson
<b>Officers Present:</b>	Teresa Dee (Clerk)
<b>In Attendance:</b>	Hilary Goldsmith, Gareth Hughes, Jasmine Marshall-Fraser, Jo Meloni

	<u>Agenda item</u>	<u>Action</u>
1	<p><b>Introduction</b></p> <p>a) <b>Welcome</b> Hope McAdam was welcomed to her first meeting as Co-opted Governor, her appointment had been agreed by Governors through email in advance of the meeting. Gareth Hughes as newly appointed Deputy Head was also welcomed to the meeting.</p> <p>b) <b>Apologies for Absence</b> Apologies for absence received from Giovanni Franceschi.</p> <p>c) <b>Declaration of Interests</b> The governors' declarations register was circulated. There were no additional declarations made.</p>	
2	<p><b>Last Meeting dated 8<sup>th</sup> March 2018</b></p> <p>a) <b>Acceptance of Minutes</b> The Full Governing Body reviewed and approved seven pages of minutes from the meeting held on 8<sup>th</sup> March 2018. The Chair signed the minutes as confirmation of their accuracy.</p> <p>b) <b>Matters Arising not Included Elsewhere on Agenda</b> All actions arising had either been completed or were on the agenda for discussion.</p>	
3	<p><b>Chair's Update</b> The Chair outlined the agenda for the meeting and the key items for discussion. An update on the following was provided:</p> <ul style="list-style-type: none"> <li>• End of year meeting - A further meeting had been scheduled for the 13<sup>th</sup> July from 3pm at the Withdean Sportsman following sports day to which Governors were invited. This end of year meeting would be used to close of the current year and set the priorities for the next.</li> <li>• Varndean Development Trust - The current chair of the trust had stepped down with the wish that someone close to the school be appointed as her successor. Trustees had agreed to appoint Emma Warde-Robinson as a trustee and Chair of Varndean Development Trust.</li> <li>• Governor responsibilities - Josephine Izzard had stepped down as a governor due to other commitments leaving a vacancy for staff matters link governor. The final allocations of responsibilities would be agreed at the July meeting.</li> </ul> <p><b>ACTION - Circulate the Governor Responsibilities list with a view to getting it finalised on 13<sup>th</sup> July.</b></p>	AM
4	<p><b>Headteacher's Report</b> The Headteacher provided an update on three key issues before taking questions on the Headteacher's report:</p> <ul style="list-style-type: none"> <li>• Consultation update - The consultation process as commissioned by Governors had been</li> </ul>	

	<p>completed with the outcome being three voluntary redundancies, one early retirement and three compulsory redundancies. There was still the possibility that positions could be found for the three staff members on notice. It was acknowledged that from the original position of a big restructure putting many at risk the final position had been contained. The process had also been well managed and handled sensitively. The Governors delegated with the task of considering proposals under the consultation confirmed that the process had been fairly implemented was well structured and thorough, Notes from the two meetings where the consultation was discussed were included with the meeting papers. Governors recognising the impact of the consultation on staff sense of security and on leadership workload committed to ensuring that no further restructures would be needed by building in contingency the budget for unexpected items levied by the Local Authority as in previous years.</p> <ul style="list-style-type: none"> <li>• Pupil admission numbers (PAN) Increase - There had been some tension across the city secondary schools following a decision by the council to allocate capital funding to several schools. This had included 5million to Varndean School following a curriculum analysis looking at the buildings and capacity to expand. The decision on allocations had since been out on hold though 2million had been allocated to Varndean and Dorothy Stringer Schools jointly for modifications to buildings to accommodate the bulge of students within the catchment area. It was noted that Varndean School was likely to be subjected to building works over the next few years.</li> <li>• Leadership team structure - Current structure included two Deputy Heads sharing line management for Heads of Department. Additionally, the Headteacher had direct line management responsibility for English and DT.</li> </ul> <p>Highlights from the Headteacher’s report include the following:</p> <ul style="list-style-type: none"> <li>• The School had been nominated for Creative School of the Year in the TES awards.</li> <li>• Year 7 girls’ football team had taken part in the national finals.</li> <li>• The enterprise group having won the south east challenge were going forward to the finals.</li> <li>• There remained challenges with recruiting particularly to science department. The school was however almost fully staffed for September with recent recruitment of a Deputy Head and Assistant Head.</li> <li>• There was still work to do on structuring the school bases with a reduction on Deputy Heads from four to two. The four schools within a school structure was functioning well and was a unique factor of Varndean School which leadership team wished to retain. As the school expanded a fifth internal school might be appropriate to retain the smaller community feel and pastoral care model.</li> </ul> <p>Governors asked questions about the Headteacher’s report to which the following information was given:</p> <ul style="list-style-type: none"> <li>• There were two forms in year 10 Angelou School that had a high percentage of pupil premium and vulnerable students. There were also two school refusers where interventions were not having the required effect bringing the % of attendance to 90% significantly below the other three schools and average attendance for that year group of 95.6%.</li> <li>• There was an emerging issue across the city with child sexual exploitation and the School were working with the police and other agencies to address.</li> </ul>	
5	<p><b>School Improvement Item - Leadership and Management</b></p> <p>Jo Meloni gave the “deep dive” presentation on the school improvement area of leadership and management supported by a tabled paper.</p> <ul style="list-style-type: none"> <li>• The main focus of the school improvement plan for the year had been on teaching and learning by keeping things simple and drilling down through the middle leaders.</li> <li>• Departmental reviews had been completed and outcomes summarised in the paper colour coded to show level of progress made.</li> <li>• Targeted coaching and mentoring had been in place with at least one staff member in 8 departments and where there had been limited progress. The greatest need had been within the science department.</li> <li>• Copies of the raising attainment plan (RAP) summary data had been included with the meeting papers. Six subject areas had been on RAP during the year and some progress had</li> </ul>	

	<p>been made though science, history and geography were not quite making required progress due in part to staffing issues.</p> <ul style="list-style-type: none"> <li>• Learning cycle data was available to show latest GCSE predictions for whole cohort and pupil progress groups across the entire curriculum and national progress measures. There was a pattern of everything moving in the right direction though geography stood out as an area showing a decline on 2017 predictions.</li> <li>• Progress 8 was hard to predict without the national comparator but based on 2017 a score of +0.13 was estimated for whole cohort and -0.15 for pupil premium students.</li> <li>• Governors asked about the accuracy of predictions in maths noting that predictions for 2017 had been some way of the final outcomes. The response was that there had been some cautious under prediction previously and that there had been moderation using PIXL and other schools. Whilst reassured that there had been triangulation during 2018 Governors commented that under predicting could lead to resources being allocated inappropriately.</li> </ul> <p>6.45 pm - Judith Ford left the meeting.</p> <ul style="list-style-type: none"> <li>• Teaching and learning consistencies had been introduced to focus teaching to the student and not the lesson. The seven consistencies had continued to be developed throughout the year.</li> <li>• Continuing professional development (CPD) programme in place with twilight sessions focussed on the school vision “Developing World Class Students” and bespoke support for individuals. Examples seen of departments working together with CPD.</li> <li>• The school was in its first year as a teaching alliance school and as part of these 8 specialists within the school had been identified and engaged with supporting other schools.</li> </ul>	
6	<p><b>Reports and Recommendations</b></p> <p>Note - item 6d was taken first in this section.</p> <p><b>a) Business Continuity Plan</b> The Chair reminded Governors that the one remaining action from the finance audit was the production of a business continuity plan. The Director of Finance and operations presented the completed plan based on the local authority model. Governors queried the inclusion of personal telephone numbers in the plan and were reassured that it would not be a published document.</p> <p><b>b) GDPR Assurance Report</b> The Director of Finance and Operations confirmed that the GDPR action plan had been updated and all the essential processes were in place. It was likely that the plan would be ongoing as without specific on GDPR in a school setting there would be questions around issues coming to light followed mitigating action being taken. Varndean School had the Varndean Plus platform for communicating with parents and would give an option to opt out. Governors advised that the school had a legal right to communicate with parents on certain areas that it would not be possible to opt out of.</p> <p>Note - Item 8a was taken next.</p> <p><b>d) Equalities Report</b> The equalities lead governor reported on her monitoring activities and recommendations to the Governing Body.</p> <ul style="list-style-type: none"> <li>• Equalities school lead had changed since last report, now Alice Watts.</li> <li>• The school had two equality targets being: <ul style="list-style-type: none"> <li>○ Sexist and sexual bullying: The protection of girls and women.</li> <li>○ The progress of black and minority ethnic students.</li> </ul> </li> <li>• The lead governor attended a focus group meeting and heard from students about their opinion on sexist and sexual language and bullying behaviour in Varndean School. A survey was completed after the meeting of sexist and sexual.</li> <li>• From discussion with the school equality lead it appeared that not all staff were up</li> </ul>	

to date with the changes in the use of language and what comments were considered derogatory by students. This would make it difficult for them to challenge students using such language. An update on the equality plan would be made around this along with recent delivery of appropriate training.

Governors asked about the disability assessment tool and why it was planned to not use this until 2019/20. The response was that the tool was one developed by the Local Authority and that with the size of the equality plan 2019/20 was a realistic time frame for implementation.

**c) Health & Safety Report**

The health and safety lead governor provided a verbal report on hi monitoring activities.

- There had been no reportable incidents during the year and non-reportable incidents were broadly in line with the patterns of previous years and were in the main minor injuries.
- The actions arising from the health and safety audit in September were completed.

**d) PFI Contract & Premises Management**

The PFI and premises lead governor presented a written report providing background to the current PFI contract, the facilities management arrangements and plans for future expansion to accommodate increased student numbers.

The Headteacher reported that proposals for the buildings had been submitted to the Local Authority and Governors noted that if additional building were standalone that they would fall outside of the PFI contract.

There was discussion regards the management of the PFI contract and whilst acknowledging that the contract was with the Local Authority some management and quality checking by the school being the end user was required. Governors recalled past difficulties with the contract and were advised that relationships had greatly improved, that the school were meeting monthly with the contractor and Local Authority and that the site manager had a good overview of the service which the quality assurance.

**ACTION - Roles and responsibilities of the Governing Body in relation to the PFI contract to be clarified.**

JD

**e) Special Educational Needs (SEN)**

The special educational needs governor presented his written report to Governors on an assumed read basis and making reference to the Headteacher's report that regularly included data relating to progress, behaviour and attendance of students with SEN. It had been noted during the monitoring activities that published written material including the local offer and policy referred to the aspire to achieve centre and that updates would be required in the autumn term to reflect changes in school organisation. The lead governor reported that the challenge would be in the financial consequence of the new cohort that whose SEN profile was not fully known. The Director of Finance and operations also reported that there was a time lag in receiving funding for additional SEN support and that schools were required to cover the first part of the cost from their budget.

Governors asked whether any students were coming from alternative provisions and were advised as these provisions in the city were full and that there were higher numbers of students with education and health care plans that the Local Authority were directing to mainstream. Considering the changes to SEN provision within the school it was considered relevant to have a further discussion about the practicalities of the revised provision.

**AGREEMENT - The Full Governing Body approved the special educational needs policy noting that updates would be required regards key contacts and provision in the autumn term.**

**f) Stakeholder Engagement**

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

	<p>The lead governor for stakeholder engagement presented the annual report summarising the outcomes and actions from surveys and stakeholder engagement activities. The staff survey was due for completion during June 2018.</p> <p><b>g) Website Compliance</b> The Clerk provided a summary of her findings from a website compliance desktop exercise. It was noted that from September there would be a requirement to publish careers programme information.</p>	
7	<p><b>Director of Finance and Operations and Finance Group Reports</b> The Director of Finance Operations had provided Governors with a finance update covering the financial outturn position for 2017/17 and proposed budget for 2018/19. This was supported by notes from two meetings with the finance group of Governors who had carried out an analysis of the financial data.</p> <p><b>a) Financial Outturn 2017/18</b> End of year deficit confirmed at £25k, a variance of £60k on that reported to Governors in March due to accounting for school trips. Significant work around staffing had taken place to get to current position on reduced income including a reduction in FTE of 17.</p> <p><b>b) Budget 2018/19</b> Proposed budget for 2018/19 presented with an end of year position of £20k surplus with increasing levels of reserves building up over the following two years. In addition to the savings made through staffing it was noted that the budget had been cut to the minimum regards IT, that curriculum budgets had been cut and that the school had withdrawn from a number of Local Authority provided services such as payroll. Governors commented that whilst it was sad to have to go through a restructure it had been necessary to maintain the school on a stable financial footing and there was now some small contingency, ongoing control would be needed with austerity measures over a couple of years.</p> <p><b>AGREEMENT - The Full Governing Body noted the outturn for 2017/18 and approved both the budget for 2018/19 and the multiyear budget as presented.</b></p> <p><b>AGREEMENT - Following a request the Full Governing Body approved the transfer of £2k from the school's budget to the Varndean Development Trust on the basis of this amount had been received from a historic trust and should not be incorporated within school operating budget.</b></p> <p><b>c) Benchmarking</b> This item was carried over until the latest benchmarking data was available.</p> <p><b>d) Scheme of Delegation</b> The scheme of delegation was approved without amendment.</p>	
8	<p><b>Policies and Other Documents for Approval</b></p> <p><b>a) Data Protection Policy</b> A draft data protection policy was available for Governors consideration as an update to that previously approved. Governors commented on the following:</p> <ul style="list-style-type: none"> <li>• Update required to section 1 to delete "expected".</li> <li>• Name of Data protection officer missing from section 5.2.</li> <li>• As section 18 referred to training being place for all governors and staff a training plan would be needed to be in place and followed to ensure compliance with this statement.</li> </ul> <p><b>AGREEMENT - The Full Governing Body approved the data protection policy subject to amendment to the aims (section 1), inclusion of DPO name (section 5.2) and clarity on the training programme for staff and governors (section 18).</b></p> <p><b>ACTION - Report back to Full Governing Body on data protection training in Autumn term.</b></p>	HD

	<p><b>b) Health and Safety Policy</b></p> <p><b>AGREEMENT - The updated health and safety policy was approved as presented.</b></p> <p><b>c) Governors Allowances Policy</b></p> <p><b>AGREEMENT - The existing governors allowances policy was approved without need for amendment.</b></p>	
9	<p><b>Governance</b></p> <p><b>a) Terms of Reference - Nominations</b></p> <p><b>AGREEMENT - The Full Governing Body approved the revised terms of reference for the nominations committee.</b></p>	
10	<p><b>Any Other Business</b></p> <p><b>a) Vote of Thanks</b></p> <p>Jo Meloni was congratulated on her appointment as a Headteacher and noting that the meeting would be the last that she would attend Governors thanked her for her contribution to the school and the support that she had provided to the Governing Body which was very appreciated.</p> <p>Meeting ended at 8.09pm Date of next meeting - 13<sup>th</sup> July 2018 at 3pm</p>	