

**Meeting of Full Governing Body**  
**2<sup>nd</sup> October 2019**  
**6pm**  
**School Library**

**MINUTES**

<b>Governors:</b>	Simon Bowes, Jon Dee, William Deighan, Giovanni Franceschi, Alex Marsh (Chair), Emma McCrea, Ian Rodgers,
<b>Officers:</b>	Teresa Dee (Clerk)
<b>Senior Leadership Team:</b>	Shelley Baker, Lynn Hill, Gareth Hughes, Andy Roberts, Vicky Thorn
<b>In Attendance:</b>	Nicola Raven (Item 2)

	<u>Agenda item</u>	<u>Action</u>
1	<p><b>Introduction</b></p> <p>a) <b>Welcome</b>            Emma McCrea's appointment as Co-opted Governor had been agreed by email and was confirmed at the meeting. She was welcomed to her first meeting as was Shelley Baker standing in for Laura Fairbank (maternity leave) and Nicola Raven, Head of Maths. There were round the table introductions.</p> <p>b) <b>Apologies for Absence</b>            Apologies for absence received from Julian Benkel, Judith Ford, Hope McAdam and Emma Warde-Robinson. Rob Reed had stepped down as a Governor due to a work relocation, there was a vote of thanks for the contribution that he had made during his time as a Governor.</p> <p>c) <b>Declaration of Interests</b>            The declarations register was circulated. Governors were reminded to complete their annual declaration form.</p>	
2	<p><b>Presentation from School Leader</b>            Nicola Raven, Head of Maths had been invited to come and speak to Governors about her department. This was the first of a regular update from school leaders. The following summarises discussion:</p> <ul style="list-style-type: none"> <li>• There had been a long term vision for the department with a belief that only when everyone within the department working together and wanting the same outcome that it would achieve.</li> <li>• The team had been with the school a while and training opportunities from PGCE were offered to bring about consistency of approach. The team were motivated, and attendance was very good demonstrating an enjoyment.</li> <li>• The focus had not been just focusing on the data and achieving of a targets. These were considered as a starting point and seen as a benchmark to drive students' performance beyond.</li> <li>• Continued discussions with students to give them opportunities to take their learning as far as they could. Not everything working for every student and some were less passionate about the subject. Continuing work to get them to believe that they could achieve.</li> <li>• There were plans to do some student voice work to check that what the teachers thought was happening matched the student experience.</li> <li>• Learning walks being done to check not in a judgemental way, used to celebrate what doing well.</li> <li>• Grade 4+ strong at 85%. Grade 5 is where the department made a significant difference and demonstrated that they were enabling the students to be stretched and achieve beyond</li> </ul>	

	<p>what predicted based on starting points.</p> <ul style="list-style-type: none"> <li>Many students had gone on to do maths in college and were grateful to have had the opportunity.</li> </ul> <p>Governors commented that the Progress 8 score of +0.8% was extraordinary and that the GCSE maths results were impressive.</p> <p>There was a question from Governors about whether there was an ethos statement on how the school teaches maths. In response they were advised that this was in progress and would be a reflection on what had been done so far.</p> <p>Nicola Raven was thanked for the very good set of results in the maths department and for taking the time to speak to Governors.</p>	
3	<p><b>Last Meeting dated 6<sup>th</sup> June 2019</b></p> <p><b>a) Acceptance of Minutes</b> The Full Governing Body reviewed and approved five pages of minutes from the meeting held on 6<sup>th</sup> June 2019. The chair signed the minutes as confirmation of their accuracy.</p> <p><b>b) Matters Arising not Included Elsewhere on Agenda</b> None</p>	
4	<p><b>Chair's Update</b></p> <p>The Chair provided an update on issues arising since the last meeting and activity on behalf of the Governing Body.</p> <ul style="list-style-type: none"> <li>Following the death of a student a meeting had been held of the Chair, Vice Chairs and safeguarding Lead Governors to check that the right support had been provided across the school community at a very difficult time.</li> <li>The very positive exam results had demonstrated a resilience of both students and staff members. Many departments were doing very well including some where there had been challenges in the past. School leaders were congratulated on the outcomes. There were gaps that remained with certain groups which would require Governors' focus.</li> <li>Attendance of potential new families at open evenings and mornings had been very good</li> </ul> <p>The Chair also provided an introduction to the agenda items providing a background of what the expectations were for each item.</p>	
5	<p><b>Headteacher's Report</b></p> <p>The Headteacher spoke to Governors about the impact on the school community of the tragic death of a student following on from another death earlier in the year. The inquest was scheduled for 16<sup>th</sup> and 17<sup>th</sup> October and until then there were no details about what had happened. The student's parents had been written do with condolences on behalf of the school and Governors. A letter had been sent to all parents to provide information on the pastoral support for students. Therapeutic work was underway for those students that had close relationships.</p> <p>The Headteacher reported open evening had been a great success with 1600 tickets issued and that the enrichment week at the end of the year had gone very well. There was one outstanding individual achievement from a student who had cycled the downs and back in the second fastest time for adults.</p> <p>Challenges being faced were in relation to the building works discussed later in the meeting.</p> <p>The Headteachers written report in the standard format had been circulated in advance of the meeting. There were questions on the core data around a physical assault on a member of staff and the increase in incidents of prejudice recorded in 2018-19. Governors were reassured that there was no trend regards assaults on staff and that the incident recorded was more of a struggle than a serious assault. It was advised that in the safe and well-being survey there had been an increase in numbers of students recording that they had experienced prejudice which seemed to be a local trend across the city in both primary and secondary schools. At Varndean more ways for students to</p>	

	<p>raise issues had been put in place and might have accounted for the increase in recorded incidents at the school. In relation to other schools however the figures were quite low. It was also noted that when an incident involved more than one perpetrator it would be recorded multiple times. There had been one incident where a number of students had been involved by association.</p>	
6	<p><b>Quality of Education - Results</b></p> <p>Gareth Hughes presented an overall picture of the school's end of year results, including the following points.</p> <ul style="list-style-type: none"> <li>• Generally, very good news with further improvements on top of record breaking results the previous year.</li> <li>• Results compared very well with other schools in the in the city with Varndean the highest in many of the core measures.</li> <li>• Expected to be well above average on progress and attainment on the national performance tables.</li> <li>• The school had been celebrating a strong set of results building on a culture of success and belief in what was possible.</li> <li>• Ambitious targets had been set by Governors in 2017 on a three year school improvement plan and most of those had now been met. School leaders therefore recommended a further push on the targets and for not settling on what had been achieved already.</li> <li>• There was some variability in subjects as well as a gender disparity. Most notably there was a pattern of pupil premium group underachieving on expectations. There was a small group of students that were harder to reach. Pupil premium progress 8 score of -0.43.</li> <li>• Strong attainment against all three attainment buckets with some progress in subjects that had been a focus on raising attainment plans. Where right leadership had been in place the plans had been successful.</li> </ul> <p>There was a question on how the new assessments at primary school would impact on the progress forecasts. It was advised that there was no clarity on how this could be done and where the lines might be drawn for prior attainment bands. Currently forecasts were based on Fischer family trust data.</p> <p>Governors were advised that results were still provisional and after application for discounting there might be some marginal differences to that currently being reported.</p> <p>Andy Roberts presented a report following an analysis of the outcomes for the pupil premium (PP) group of students and development of action plan highlighting the following:</p> <ul style="list-style-type: none"> <li>• The gap between pupil premium and non-pupil premium had increased to -1.08 with disadvantaged students a grade behind their peers.</li> <li>• Two mock exams during the year with interventions put in place.</li> <li>• 60 students in the PP group in year 11 2018</li> <li>• Attendance an issue for the PP group.</li> <li>• The starting point gap remained similar throughout the year.</li> <li>• Breakfast club commenced inviting targeted students for a free breakfast. 58 invited and 30 turned up so far.</li> <li>• Pupil premium champions introduced to year 11.</li> <li>• Departments to take ownership of who students were and ensuring all on track.</li> <li>• Pupil premium passports for so that teachers more aware of who the PP group were to ensure that they achieve quality first teaching.</li> <li>• Toolkits for teachers to support them in their teaching.</li> <li>• There was a group of outliers representing about 20% of the pupil premium group. These students had in the main poor attendance and behaviour issues. They also had low lower aspirations. Some examples of personal circumstances of these students was provided.</li> </ul> <p>Governors asked about the targeting of students for breakfast club and if they would have been aware of why they were being invited. It was advised that attendance, motivation and aspirations were the measures used in selecting students to be invited. There was a link between attendance and academic outcomes.</p> <p>There was a further question about research into the success of breakfast clubs and were advised that other local schools had successfully used something similar as had Varndean in the past.</p>	

	<p>Governors were asked for feedback on the data that was being provided and whether it suited Governors needs. The current format had been developed and agreed at a different time and that a refresh in a simpler format might be beneficial particularly for newer Governors.</p> <p>Clarification was requested on the learning cycles and in response Governors were advised that school leaders were looking to streamline the data collection points.</p>	
7	<p><b>Financial Control</b></p> <p>The Director of Finance and Operations presented an update on the School's financial position noting that Individual budget lines were generally in line with what had been set at the beginning of the year with some variances in staffing costs i.e. teachers actual pay increase 2.75% (budget 2%) and term time contract holiday calculations. Back pay for the holiday calculations were unknown but were estimated to be significant.</p> <p>The Governors Finance Group had met and scrutinised the financial outturn report for month five,. Notes from the meeting on 13<sup>th</sup> September had been circulated to all Governors along with the outturn report.</p> <p><b>AGREEMENT - The Full Governing Body approved the terms of reference for the finance group with the proposed amendments incorporated.</b></p>	
8	<p><b>School Infrastructure</b></p> <p><b>a) Buildings Expansion</b></p> <p>Gareth Hughes provided a verbal update on the activities relating to the changes to the building infrastructure to support the school expansion.</p> <ul style="list-style-type: none"> <li>• Science lab conversion from fitness suite postponed due to ongoing negotiations around who would hold the risk. This issue had been raised by Governors early on in the project so there was frustration that this had not been planned through. There was a suggestion that governors write expressing their frustration over the delay.</li> <li>• Temporary buildings had arrived late and did not quite align correctly being of different sizes.</li> <li>• Class sizes had been increased and the same timetable was being used. This would not be possible ongoing, so second phase of the build was becoming urgent.</li> <li>• The main programme of work above the canteen with creation of class spaces had been proposed by the Local Authority and was being planned out. Better security included but the reception area was not to be redeveloped.</li> <li>• Total cost of build works to be covered by the Local Authority.</li> <li>• Current plan was to finalise the plan to go to planning by the end of the year with the build to begin in summer 2020.</li> </ul> <p>Governors were concerned that the recent experience with delays due to ineffective planning by the PFI company that similar delays would put completion of the main build by September 2021 at risk and would raise these concerns in writing.</p> <p><b>ACTION - Buildings Group of Governors to meet in next half term to put together thoughts reflecting on the recent experiences of the smaller projects that were due to be completed in summer and the potential for risk of timely completion of the larger projects.</b></p>	Build grp
9	<p><b>Governance Matters</b></p> <p><b>a) School Improvement Strategy</b></p> <p>Senior leaders tabled the school improvement overview for the year split into the four areas in line with the longer term strategy plan. Progress against plan would be reported on through data within the Headteacher's report. Ambitious targets had been incorporated. Governors were asked to take some time to reflect on the school development plan in a meeting with school leaders before finalising the plan.</p> <p><b>ACTION - Follow up session to be held to allow Governors to go through the school improvement plan in detail.</b></p>	All

	<p><b>ACTION - Governors annual plan to be adjusted to fit the final school development plan.</b></p> <p>Governors commended school leaders school leaders on an ambitious and focussed development plan that fitted the school aspirations rather than being Ofsted driven</p> <p><b>b) Governors Work Plan and Responsibilities</b> The annual agenda for the year had been circulated to Governors based on a four business meeting a year model that had been used previously. A proposed link governor schedule had also been circulated with some adjustments following departure of governors and appointment of new governors.</p> <p><b>ACTION - Chair of Governors to contact individual Governors to confirm the proposed responsibility links.</b></p> <p>The Governors with responsibility for raising attainment plan were keen to meet up with the school lead in advance of the next Full Governing Body meeting.</p> <p><b>c) Instrument of Government</b> No changes required. Noted current instrument of government.</p> <p><b>d) Code of Conduct</b></p> <p><b>AGREEMENT - The Full Governing Body adopted the National Governors Association code of conduct.</b></p>	<p>TD</p> <p>AM</p>
10	<p><b>Policies and Other Documents for Approval</b></p> <p><b>a) Special Educational Needs &amp; Disabilities (SEND) Policy</b> There was a question about the revised send policy regards training on page 7 noting that training would be offered to staff members. It was thought that training on meeting the needs od SEND within the classroom should be required rather than offered. This was agreed and the policy would be updated to reflect the training requirement.</p> <p>A further point on resources for SEND was discussed with an action taken away to cover of the Governors responsibilities outlined in the policy.</p> <p><b>ACTION - Finance group to have a discussion item on resourcing SEND provision.</b></p> <p>Subject to amendment on the policy regards training the policy was proposed for approval by the SEND link governor.</p> <p><b>AGREEMENT - The Full Governing Body approved the SEND policy subject to the agreed amendment.</b></p> <p><b>b) Teachers' Pay Policy</b></p> <p><b>AGREEMENT - Approval of the teacher's pay policy was delegated to the Pay Panel.</b></p> <p><b>c) Appraisal Policy</b></p> <p><b>AGREEMENT - Approval of the appraisal policy was delegated to the Pay Panel.</b></p>	<p>JD</p>
11	<p><b>Any Other Business</b></p> <p><b>a) School Trips</b> The list of trips planned had been updated and forwarded to the lead for trips. As the lead was currently on a long term leave an alternative approver was required.</p> <p><b>AGREEMEMENT - Approval of school trips was delegated to the Chair of Governor and a Vice Chair of Governors.</b></p> <p><b>ACTION - School trips to be moved on the annual agenda plan to the first meeting of the year.</b></p>	



	<p>Meeting ended at 7.38pm</p> <p>Date of next meeting 19<sup>th</sup> December 2019.</p>	
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