

**Meeting of Full Governing Body**  
**11<sup>th</sup> June 2015**  
**D7A**  
**6pm**

**MINUTES**

**Governors Present:** Julian Benkel, Oliver Cattermole, Jon Dee (Chair), William Deighan, Judith Ford, Frances Franklin, Richard Lumley, Jess Morris,

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

**In Attendance:** Simon Davies, Anthony Easton, Hilary Ferries (for item 2a), Ed Owen, Mark Sorrell, Andrew Stephenson, Rose Wisdom (for item 2a)

Agenda item

Action

**1 Introduction**

- a) **Apologies for Absence**  
Apologies for absence received from Maggie Barradell, Athena Corbin and Giovanni Franceschi.
- b) **Declaration of Interests**  
None at the meeting. Governors were advised that Maggie Barradell had made a declaration following her appointment as a counsellor and member of the council's children, young people and skills committee.

**2 Strategic Item - Leadership and Management**

- a) **Student Attainment and Progress Data Reporting**  
This part of the meeting took the form of a workshop to develop the student data reporting in a format to suit governors' needs and covering key subjects and groups throughout the whole school. There were two presentations, group discussions and brief feedback to the Full Governing Body. Two representatives from the Local Authority and the schools leadership team were present to support Governors in their discussions. The Chair thanked all those that had been involved in preparations for the workshop.
- b) **Headteacher's Report**  
The Headteacher's report incorporating an evaluation of the school's progress against its key leadership and management objectives had been circulated in advance and was dealt with on an assumed read basis. The four areas covered were as follows:
  - Curriculum Development
  - Rewards for Effort, Achievement and Community Engagement
  - School Self Evaluation and Review
  - Staff Learning Opportunities to Become Outstanding Leaders

The school leadership team provided the following information to governors at the meeting:

- A judgement had been that the leadership and management and quality of teaching area were graded as good based on the Ofsted criteria. The evidence for reaching these judgements was detailed within the report.
- The rewards system based on competition, community and charity had rewarded points to students with a trophy for those that donated the biggest % of their points to charity.
- The self evaluation had confirmed that the school was on a trajectory of improving student outcomes.
- The school's management information system included a continuing professional development section for staff to record their development needs and opportunities had been provided for all staff to develop their practices. A number of individuals

had been on future leader training and a course with 31 participants aimed at building middle leaders capacity had just been launched.

- A improved Year 11 end year position of 65% achievement of A\*- C GCSE grades including English and maths was predicted but the pupil premium gap was projected to increase slightly on the previous year. Children with special educational needs appeared to be doing relatively well on their attainment. The children on grade C2 and C3 borders were still a big number and any shift in grade boundaries could impact greatly on overall outcome for the school.
- The Brighton and Hove music service would be based at Varndean School from September 2015.
- Anthony Easton was congratulated for his external promotion and thanked for his lead contribution towards improvement of behaviour and attendance.
- Simon Davies had been internally appointed to take over as Head of Angelou School.

### 3 Last Meeting dated 26<sup>th</sup> March 2015

#### a) Acceptance of Minutes

The Full Governing Body reviewed and approved four pages of minutes from the meeting held on 26<sup>th</sup> March 2015. The Chair signed the minutes as confirmation of their accuracy.

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

None

### 4 Chairs Update

The Chair provided a verbal update on business conducted on behalf of the Governing Body since the last meeting.

- A further meeting had been held with the Local Authority at which externally validated student progress data was presented and agreed. The Local Authority however remained cautious about agreeing with the school's own evaluated grading.
- Current indicators good for end 2014/15 GCSE results thanks to the immense efforts of all involved. The top level summary for the whole school would enable governors to monitor all year groups more effectively.
- The governor group of the partnership in leadership in learning (PiLL) had invited all member governing bodies to join collaboration with agreement to form panels with members from other schools when and if deemed necessary. A proposed agreement was presented to the governing body for consideration.

**AGREEMENT - The Full Governing Body agreed to enter into the collaborative agreement as presented on the basis that any external governors on a Varndean panel would be the required to sign the school's code of conduct and expected to operate within the confidentiality terms within the code.**

### 5 Reports and Recommendations

#### a) Private Finance Initiative (PFI) Contract - Governor Report

The Full Governing Body had been provided with a report on the history of the PFI contract as background to aid understanding of the current position. It was noted that generally the PFI contractors were currently operating to the school's satisfaction.

#### b) Finance - Governor Report

##### • Budget 2015/16

Governors noted the contents of the finance report to accompany the proposed budget for 2015/16 and that the budgeted surplus at the end of the year was a substantial reduction on that carried forward into 2014/15. The Business Manager advised that the reserves had been used mainly on additional staffing with the rest on capital projects. In real terms the budget amount per student was reducing by 10% over a five year period. It was planned to hold around 2% of budget share in reserve in later years, which would restrict the amount available for capital projects and might require a future reduction in staff numbers. It was hoped that this would be achieved through national wastage. Governors asked about

substantial risks to budget and were advised that the amount of pupil premium funding equated to eight teachers and any reduction in this funding allocation could lead to difficulties and a deficit budget.

**AGREEMENT - The Full Governing Body approved the three year multi year budget plan as presented.**

- **Scheme of Delegation**  
The scheme of delegation was presented without any recommendations for amendment for 2015/16.

**AGREEMENT - The Full Governing Body approved the existing scheme of delegation for 2015/16.**

- c) **Stakeholder Surveys - School Report**  
This item to be carried forward to Autumn term.
- d) **Website Compliance - Report from Clerk**  
The Clerk presented the annual website audit and commented that all statutory items were published and had been easy to locate on the site.
- e) **Nominations Committee Report**  
The Chair of Nominations Committee reported that a skills audit had been completed and assessed by the nominations committee as part of their recruitment responsibility. The terms of reference for the committee had been revised to add that consideration would be given to the reflecting the diversity of the when considering membership of the governing body.

**AGREEMENT - The Full Governing Body approved the amended terms of reference for the Nominations Committee.**

## 6 Other Policies and Documents for Approval

- a) **Special Educational Needs and Disabilities Policy**  
The Special Educational Needs and Disabilities (SEND) Policy had been reviewed and updated in consultation with parents, students and the link governor for SEND and was presented to governors for approval. There was a question from governors about the aim to keep SEND learners within class and the leadership team responded that quality first teaching was high on the school's agenda and whilst students would on occasion be taught out of class for specialist intervention it was generally considered that SEND students worked better in a class environment. There was a further question about the policy of getting second SEND reviews for children coming into school with private reviews. The leadership team advised that private SEND reviews would be taken into consideration as part of the whole assessment process but in the interest of equality the school would commission its own independent review. It was noted that biannual meetings were to be held with SEND students and their families and there was comment from governors that this might prove difficult to resource.

**AGREEMENT - The Full Governing Body approved the Special Educational Needs and Disabilities Policy as presented.**

## 7 Any Other Business

- a) **External Reviews**  
The Headteacher reported that an external review of curriculum had judged provision as good. Further reviews had included equalities and music provision and reports on these would follow.

## 8 Election of Chair and Vice Chair of Governors for 2015/16 and 2016/17

The Clerk chaired the meeting for this item. Nominations for the position of Chair and Vice Chair of Governors had been requested in advance of the meeting and the nominated persons were



asked to step out of the room during discussion. Three nominations had been received for Jon Dee as Chair of Governors and three nominations for Jess Morris as Vice Chair of Governors. There were no objections raised to the appointments and a vote by a show of hands was unanimous in favour of both appointments.

**AGREEMENT - The Full Governing Body elected Jon Dee as Chair of Governors and Jess Morris as Vice Chair of Governors for two years with the next election taking place at the final meeting of academic year 2016/17.**

On return to the room the Chair of Governors thanked governors for their continued support and to Richard Lumley specifically in the role of Vice Chair of Governors for the past two years. Consideration would be given to how to improve and develop the Governing Body in consultation with the Nominations Committee.

Meeting ended at 8.16pm  
Date of next meeting - To be agreed