



# Governor Meeting

Reason for Meeting: FGB meeting 09 07 19	Start: 09/07/2019 18:30:00	End: 09/07/2019 20:30:00
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**Governing Body:** Sean Pond (Chair), Sarah Edwards (Headteacher), Sophie Hartley, Andrew Sudron, Peter Manning, Paul Lewendon, Glenis Redhead, Sarah Daggett, Paul Addison

**Core Functions of the Governing Body:**

**Ensuring clarity of vision, ethos and strategic direction**

**Holding the Headteacher to account for the educational performance of the school and its pupils**

**Overseeing the financial performance of the school and making sure its money is well spent**

**Agenda**

Item	Description	Led by
	<b>PROCEDURAL</b>	
	Welcome	Chair
FGB.176.18	To receive apologies and record the acceptance of apologies	Clerk
FGB.177.18	To remind Governors to declare any pecuniary or non-pecuniary interests	Clerk
FGB.178.18	To remind Governors of the need for confidentiality and to determine if any part of the minutes needs to be a confidential item and excluded from the minutes to be made available for public inspection	Clerk
FGB.179.18	To declare the notification of any other business to be discussed later in the meeting	
FGB.180.18	To discuss Governing Body business <ul style="list-style-type: none"> <li>• To ratify the decision to elect a new Co-opted Governor at the last meeting</li> <li>• To discuss governor vacancies</li> <li>• To agree meeting dates 2019/20 and Work plan 2019/20</li> </ul>	Chair
FGB.181.18	To approve and sign the minutes of the meeting held 18 <sup>th</sup> June 2019	Chair
FGB.182.18	To discuss any matters arising from the minutes: -	

## Governor Meeting

	<p><u>From the meeting on 23<sup>rd</sup> May 2019</u></p> <ul style="list-style-type: none"> <li>• Training Link Governor to create a proforma for miscellaneous visits to school and send to the Clerk to upload to Springpoint</li> <li>• Training schedules to be collated and uploaded to Springpoint</li> <li>• The updated Equalities Policy to be uploaded to Springpoint - <b>completed</b></li> <li>• Governors to ensure they had read the outcomes of the Health Check and update on progress</li> </ul> <p><u>From the meeting on 18<sup>th</sup> June 2019</u></p> <ul style="list-style-type: none"> <li>• The Deputy Headteacher to forward the online training link to the new Co-opted governor</li> <li>• The Deputy Headteacher to consider the precise timings of the data and feedback based on this years dates, including PP and LAC reporting</li> <li>• Clerk to arrange for new survey to be sent out while the Lead Governor is on maternity leave. A report to be given to the next FGB meeting</li> <li>• Dates for the September meeting to be submitted to Jane Le Sage and Chairs of other GBs to be approached and encouraged to take part actively</li> </ul>	<p>Training Link Governor</p> <p>Clerk</p> <p>Clerk</p> <p>All</p> <p>Dep. HT</p> <p>Dep.HT</p> <p>Clerk</p> <p>Chair</p>
<b>BUSINESS</b>		
FGB.183.18	To discuss the draft SIP and the School Review 20190604	Headteacher
FGB.184.18	Review Pupil Progress data	Deputy head
FGB.185.18	<p>To discuss the updated Start Budget for 2019/20 &amp; Licence Deficit Application</p> <ul style="list-style-type: none"> <li>• Flexible working request deferred from the last meeting</li> </ul>	Headteacher
FGB.186.18	Meeting dates and Work plan 2019/20	Chair
FGB.187.18	Agree the Headteachers appraisal panel	Chair
FGB.188.18	<p>To review and approve the following Policies</p> <ul style="list-style-type: none"> <li>• The Lock Down Policy</li> <li>• Lettings</li> <li>• Pupil Attendance</li> <li>• Visiting professionals</li> <li>• Whistleblowing (NYCC)</li> <li>• Extended Leave (NYCC)</li> <li>• Educational visits</li> <li>• ICT</li> <li>• Pool Operating procedure</li> <li>• Science</li> <li>• Policy for Art Display</li> </ul>	



## Governor Meeting

	<ul style="list-style-type: none"> <li>• Modern Foreign Languages</li> </ul>	
FGB.189.18	Governor Training update <ul style="list-style-type: none"> <li>• Future training needs               <ul style="list-style-type: none"> <li>➢ Update on the tailored financial training (Stuart Boothman)</li> </ul> </li> <li>• Feedback from training undertaken since the last meeting</li> </ul>	All
FGB.190.18	Governor visits update <ul style="list-style-type: none"> <li>• Feedback from visits undertaken since the last meeting</li> <li>• Future visits               <ul style="list-style-type: none"> <li>➢ Presence at parents evenings/events in school</li> </ul> </li> </ul>	All
FGB.191.18	AOB	
FGB.192.18	To discuss to what extent has this meeting contributed to improving pupil outcomes	All
	<b>Date of next meeting – tbc</b>	

### Minutes

**Present:** Sean Pond (Chair), Sarah Edwards (Headteacher), Glenis Redhead, Sarah Daggett, Paul Addison

### Item

	The Chair welcomed everyone to the meeting	
	<b>PROCEDURAL</b>	
FGB.176.18	<p><b><u>To receive apologies and record the acceptance of apologies</u></b></p> <p>Apologies had been received from Peter Manning, Andrew Sudron &amp; Sophie Hartley and these were consented to</p> <p>No apologies had been received from Paul Lewendon so they could not be consented to</p> <p>The Clerk reported the resignation of the Staff Governor with effect from the 19<sup>th</sup> July 2019</p>	
FGB.177.18	<p><b><u>To remind Governors to declare any pecuniary or non-pecuniary interests</u></b></p> <p>None were declared</p>	



## Governor Meeting

FGB.178.18	<p><b><u>To remind Governors of the need for confidentiality and to determine if any part of the minutes needs to be a confidential item and excluded from the minutes to be made available for public inspection</u></b></p> <p>The Clerk reminded the meeting of the need for confidentiality, items requiring confidential minutes to be agreed during the meeting</p>	
FGB.179.18	<p><b><u>To declare the notification of any other business to be discussed later in the meeting</u></b></p> <ul style="list-style-type: none"> <li>• <u>A flexible working request</u></li> <li>• <u>Governor presence at end of year school events</u></li> </ul>	
FGB.180.18	<p><b><u>To discuss Governing Body business</u></b></p> <ul style="list-style-type: none"> <li>• <u>To ratify the decision to elect a new Co-opted Governor at the last meeting</u> Paul Addison left the room for this item. The decision to elect him as a Co-opted Governor was unanimously ratified</li> <li>• <u>To discuss governor vacancies</u> The Chair confirmed there are still 2 vacant co-opted positions on the GB. A possible candidate had been identified and a brief report on their experience &amp; skills was given</li> </ul> <p style="color: red;">Question: Did she apply directly to the school? Answer: Her profile had been posted on a website used to identify possible new governors, the governor just elected had come through a similar website. Question: Do people give reasons why they would like to be a governor? Answer: Some do but not always</p> <p>The governors discussed the suitability of this potential governor and the gaps in knowledge within the GB. It was agreed experience of education, mental health issues, or the health service would be more beneficial to the board.</p> <p><b>Action: Governors were asked to look at contacts in these areas they may have and discuss with the Chair.</b></p> <ul style="list-style-type: none"> <li>• <u>To agree meeting dates 2019/20 and work plan 2019/20</u></li> </ul> <p>A list of proposed dates and a workplan for each meeting had been sent out prior to the meeting</p>	All

## Governor Meeting

<p>It was agreed the first meeting of the new academic year would be held on <b>Tuesday 10<sup>th</sup> September 2019</b>. The other dates would only be considered provisional at this time</p> <p>The governors noted the low attendance at the last few FGB meetings and discussed if and how the meeting days and times could be changed to maximise attendance, the discussion included the issues of holding the meetings during the school day or in the evenings.</p> <p><b>Action: All governors were asked to e-mail the Chair with their preferences for day and time, including days and times they were unavailable in the week</b></p> <p>The Chair went through the proposed workplan with the governors and the reason for the timings of the items. The Lead Governor for Leadership and Management tabled a paper with her ideas on Key objectives/SIP and governance, she also reported that a recent GSINs meeting had told governors that they must test every decision made against the aims and vision of the school.</p> <p>All governors discussed at length how and at what time in the academic year the strategic aims and the ethos of the school should be reviewed and agreed.</p> <p>Governors noted that the strategic aims up to the year 2023 had previously been agreed</p> <p><b>Question: To what extent are the parents and staff included in the discussions and decisions?</b>  <b>Answer: The ethos of the school was reviewed by the school staff 2 years ago; the SIP should be a breathing document that lies at the heart of what the school does. Changes to the Ofsted Framework from September around curriculum mean a review will be needed</b></p> <p><b>Question: Do you swap strategies with other schools in the area?</b>  <b>Answer: No, we use the strategic plan from NYCC, which is a very clear document, we look at things coming out of reviews, audits, health checks and Safeguarding audits to decide strategy for the school</b></p> <p><b>Question: Is there Adviser input?</b>  <b>Answer: Not at this current moment.</b></p> <p>Governors noted there is a meeting planned for the 18<sup>th</sup> September to discuss collaboration with other schools &amp; a meeting for the Chair and Headteacher with the Assistant Director and Howard to discuss the financial deficit which may change future planning</p>	<p>All</p>
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## Governor Meeting

	<p>They decided it was important to agree what this school needed and was looking for in collaborative work with other schools before attending the meeting</p> <p><b>Question: Is the federation meeting a forum for brokering deals?</b></p> <p><b>Answer: It is a presentation of how it might work, how it has worked for other schools.</b></p> <p><b>Question: Where is it being held, at County Hall?</b></p> <p><b>Answer: We have offered to host to NYCC have sought locally based venues</b></p> <p>A governor gave an insight into how this is working with other schools they are familiar with</p> <p>It was agreed that time would be given to reviewing the ethos, mission and values statement and therefore the key aims for the coming year at the FGB meeting on the 10<sup>th</sup></p>	
FGB.181.18	<p><b><u>To approve and sign the minutes of the meeting held on the 18<sup>th</sup> June 2019</u></b></p> <p>The minutes were approved pending the amendments below and signed by the Chair at the end of the meeting.</p> <p>Item 167.18 page 6 – remove ‘We do not use CPOMS, a Safeguarding and Child Protection software for schools’</p> <p>Item 167.18 top of page 7 – should read ‘We also keep a record of the number for each pupil which could flag up further concern’</p>	
	<p><b>BUSINESS</b></p>	
FGB.183.18	<p><b><u>To discuss the draft SIP and the School Review</u></b></p> <p>The Headteacher reported that she had been looking at different formats for the SIP in light of the new inspection framework that was being introduced from September.</p> <p>She shared on screen the format she was most interested in, which had system tracking and a traffic light warning system so was a very visual format.</p> <p>She then went through in detail each of the key areas within the report</p> <ul style="list-style-type: none"> <li>• Strategic planning – to be added to after the FGB discussions in the autumn term</li> <li>• Diversification – there is a gap in LA SEMH provision</li> <li>• Concern re: teaching standards in EYFS and primary, focus needed. Judged less strong and concern with semi formal learners being challenged enough</li> </ul>	

## Governor Meeting

	<ul style="list-style-type: none"> <li>• Inspection Framework – literacy needs to be cemented in, there will be staff development in this area</li> <li>• Develop formal learning pathways – supporting internships will happen although slow take up this year, need to from year</li> <li>• Early adopters for the Relationships and Sex Education Curriculum – this is not required until 2020 but would like to begin early</li> <li>• Curriculum review in primary – will take 1 year per department to do this well</li> <li>• Benchmarking – need understanding of why 6<sup>th</sup> form is judged outstanding and share in school</li> <li>• Middle &amp; subject leaders – needs to be developed and better define the roles</li> <li>• When data available, gaps will need to be addressed.</li> <li>• Date markers and area Leads need to be identified on the School Improvement Plan</li> </ul> <p><b>Action: Headteacher to share this format with the Chair and Leadership &amp; Management Lead Governor</b></p> <p>The governors discussed the format and noted that a strategic overview was available with the ability to drill down into detail if needed. It could also be aligned to Ofsted areas and linked to the SEF</p>	<b>Headteacher</b>
FGB.185.18	<p><b><u>To discuss the updated Start Budget for 2019/20 &amp; Licence Deficit Application</u></b></p> <p>The Chair reminded governors that the deficit brought forward from the previous year was £127k, the Start Budget was predicting this to be a deficit of £225 by the end of March 2020 and £562k by the end of March 2021</p> <ul style="list-style-type: none"> <li>➤ Income is down on last year (by £95k) and expenditure has increased, this pattern continues through all 3 years</li> <li>➤ SLT &amp; middle leader costs were too expensive for the number of pupils in the school</li> <li>➤ Governors had made a decision not to cut savagely in areas where the quality of support to pupils would be reduced</li> <li>➤ The impact of any savings achieved through collaboration would not be seen immediately</li> <li>➤ Income due to the school through the new banding system had been maximised</li> <li>➤ The school was almost at capacity</li> <li>➤ These would all be discussed with the Assistant Director for Inclusion and the Assistant Director for Strategic Resources</li> </ul>	

## Governor Meeting

	<p>Question: Have they asked for a budget recovery plan?          Answer: They have asked for a meeting but we have not given a deficit licence</p> <p>Question: What is the Assistant Director for Inclusion say in her recent presentation about school funding?          Answer: The presentation was focussed more on the NYCC budget and the pressures they face</p> <p>Question: What reductions have been made to date?          Answer: If action had not been taken on staffing from Easter the predicted deficit would be much higher. Some is due to natural wastage and posts not being replaced. It will correspond to a 0.8 full time equivalent (fte) teacher in each class, the gap will be filled by HLTA or Therapist support or teachers taking 2 groups of pupils. All staff have been taken back to their substantive post</p> <p>Question: Why have the costs increased?          Answer: There was a pay review for all support staff which increased costs, in our structure 2/3rds of staff are support staff.</p> <p>Question: Why has the new banding structure led to a reduction in income?          Answer: The costs overall to the LA will be the same, but the distribution to schools has changed, we are getting less income now than in 2015 but we have 20 more pupils, so it is not a budget mismanagement issue. We therefore have to look at different ways of working.</p> <p>Question: Are support staff paid term time only?          Answer: Yes, we restructured that way when I joined the school.</p> <p>Question: How does that equate with NYCC having a responsibility to provide SEN provision?          Answer: They have a statutory obligation to provide the places, we provide good quality provision here.</p> <p>Question: what happens to the deficit on academisation?          Answer: Any deficit is wiped off the school and stays with the LA.</p> <p>The Governors <b>ratified</b> the Start budget for 2019/20</p> <ul style="list-style-type: none"> <li>• <b><u>Flexible working request deferred from the last meeting</u></b>              The Headteacher reminded the governors of the request discussed at the last FGB meeting which had been deferred until the timetabling for the new year had been completed.</li> </ul> <p>The Governors <b>agreed</b> it was not possible in the current circumstances to grant the request but suggested the teacher make the request again in January</p>	
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## Governor Meeting

	<ul style="list-style-type: none"> <li> <b><u>New Flexible working request</u></b>            The Headteacher reported a request from a member of the office staff to formalise their current informal working arrangements, she said she supported the application            Question: Has it been done through HR?            Answer: It is part of the Flexible Working policy, a permanent change should be made to the contract of employment.             The governors <b>approved</b> the request             Sarah Daggett left the meeting at this point         </li> </ul>	
FGB.184.18	<p><b><u>To Review the Pupil Progress Data</u></b></p> <p>The Deputy Headteacher had sent out information prior to the meeting and the Headteacher confirmed that he would be presenting the data in more detail at the beginning of the new academic year</p> <p>Question: What age range does this data cover, are 6<sup>th</sup> form included?          Answer: It relates to the whole school but only includes the pupils for which there was start data. If they were not in school the previous July (i.e. joined mid-year) they would not be included in this data set.</p> <p>Question: What explains the above expectation numbers in science compared to English and maths?          Answer: One feature may be the focussed science week that took place, if the data was entered after that week it may explain the data, English and maths may be entered termly.</p> <p>It was <b>agreed</b> pupil numbers should be given and not just percentages  <b>Action: Headteacher to ask for pupil numbers to be given in future reports</b></p>	Headteacher
FGB.186.18	<p><b><u>To agree meeting dates and work plan for 2019/20</u></b></p> <p>This was covered under item 180.18</p>	
FGB.187.18	<p><b><u>To agree the Headteachers Appraisal Panel</u></b></p> <p>The Chair confirmed the Panel last year consisted of himself, the Leadership &amp; Management Link Governor and an external advisor</p> <p>It was <b>agreed</b> to keep the same panel this year</p>	



# Governor Meeting

FGB.188.18	<p><b><u>To review and approve the following Policies</u></b></p> <ul style="list-style-type: none"> <li>• <u>The Lock Down Policy</u></li> </ul> <p>Question: Can you explain a partial lock down?          Answer: It would be where there is no reason to lock down the whole school, for example if there was a swarm of bees at the primary side of school, there would be no need to stop the 6<sup>th</sup> form using their gate to go out of school. There are 4 separate buildings to the school so separate decisions would be made, only in extreme circumstances would there be a full school lock down.</p> <p>Question: Would the communication for a partial lock down be the same as a full lock down?          Answer: There is a challenge to having separate buildings. Next year each class will be issued with a mobile phone so this could be used to alert the classes. An audible signal could be used for the whole school.</p> <p>Question: How will this affect any contractors on site?          Answer: They would be pulled into school as would visitors, everyone would be treated the same way.</p> <p>Question: Have you looked at other schools' policies?          Answer: This policy is from The Key</p> <p>Question: How will parents be informed of any lock down?          Answer: This is only a small-scale version, we need to establish a full one which would link to the fire procedures. Pupils would also need to be prepared well so they would not be frightened.</p> <ul style="list-style-type: none"> <li>• <u>Lettings</u></li> </ul> <p>Question: Paragraph 2.3 'appropriate supervision' – how would you define that?          Answer: That needs to be looked at, it should say 'as per the lettings contract'</p> <p>Question: Why is the phrasing 'not when our pupils are here'?          Answer: the wording can be changed</p> <p>Question: Who do you let to?          Answer: Baby swimming group, holiday clubs</p> <p>Question: Do we need to stipulate anything for Safeguarding?          Answer: There is a provision that their Safeguarding procedures are known to the school</p> <ul style="list-style-type: none"> <li>• <u>Pupil Attendance</u></li> </ul> <p>Question: The last bullet point – what is meant by that?          Answer: It could be a parent in the army, where they cannot not choose their holiday dates</p> <ul style="list-style-type: none"> <li>• <u>Visiting professionals</u></li> <li>• <u>Whistleblowing (NYCC)</u></li> </ul>	
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## Governor Meeting

	<ul style="list-style-type: none"> <li>• <u>Extended Leave (NYCC)</u></li> <li>• <u>Educational visits</u></li> </ul> <p>Question: This policy is very woolly on FGB involvement          Answer: This is a model NYCC policy, governors can say what they would like to see at the GB meetings. Previous advice from the LA has said governors do not need to approve the visits but they do need to know they are taking place</p> <p>It was agreed the Deputy Headteacher would do a short presentation on educational visits at the first meeting of the new term and visits planned for the coming year would be advised</p> <ul style="list-style-type: none"> <li>• <u>ICT</u></li> <li>• <u>Pool Operating procedure-</u> This will be tabled in September, changes are needed</li> <li>• <u>Science</u></li> <li>• <u>Policy for Art Display</u></li> <li>• <u>Modern Foreign Languages</u></li> </ul> <p>All policies were <b>approved</b> pending the changes requested above</p>	Deputy Headteacher
FGB.189.18	<p><b><u>Governor Training update</u></b></p> <p>A letter from the Lead Advisor for Governance giving details of governor training for the coming year had been sent round prior to the meeting</p> <p>Governors noted that training should be booked through the school office</p> <p>Governors also noted that there was still no information on the bespoke finance training that had been requested but the Headteacher confirmed it had been raised with the Assistant Director for Inclusion</p> <p><b>Question: Who is to be asked to provide this training?</b>  <b>Answer: Jane O’Gara, who is a Finance Support Officer.</b></p> <p><b>Action: All governors to copy the Training Link Governor into e-mails requesting courses</b></p> <ul style="list-style-type: none"> <li>• <u>Feedback from training undertaken since the last meeting</u></li> </ul>	All

## Governor Meeting

	<p>The Training Link Governor had attended the summer term GSINs meeting and had sent an e-mail giving feedback to all the governors prior to the meeting</p>	
<p>FGB.190.18</p>	<p><b><u>Governor visits update</u></b></p> <ul style="list-style-type: none"> <li>• <u>Feedback from visits undertaken since the last meeting</u></li> <li>• <u>Future visits</u> The Clerk reminded the governors of the events in school at the end of the term, governors had all been invited to attend.</li> </ul>	
<p>FGB.182.18</p>	<p><b><u>To discuss any matters arising from the minutes: -</u></b></p> <p><u>From the meeting on 23<sup>rd</sup> May 2019</u></p> <ul style="list-style-type: none"> <li>• <u>Training Link Governor to create a proforma for miscellaneous visits to school and send to the Clerk to upload to Springpoint - completed</u></li> <li>• <u>Training schedules to be collated and uploaded to Springpoint</u> Governors were again asked to send their completed training logs to the Training Link Governor</li> <li>• <u>The updated Equalities Policy to be uploaded to Springpoint - completed</u></li> <li>• <u>Governors to ensure they had read the outcomes of the Health Check and update on progress - completed</u></li> </ul> <p><u>From the meeting on 18<sup>th</sup> June 2019</u></p> <ul style="list-style-type: none"> <li>• <u>The Deputy Headteacher to forward the online training link to the new Co-opted governor</u> The Headteacher confirmed a new NYCC link was now being used and all new staff were being sent it, the new governors would be included.</li> <li>• <u>The Deputy Headteacher to consider the precise timings of the data and feedback based on this years dates, including PP and LAC reporting</u> To be deferred to the next meeting</li> <li>• <u>Clerk to arrange for new survey to be sent out while the Lead Governor is on maternity leave. A report to be given to the next FGB meeting</u> The Clerk reported this was being worked on and would go out shortly</li> </ul>	<p style="text-align: center;">All</p>

## Governor Meeting

	<ul style="list-style-type: none"> <li>• <u>Dates for the September meeting to be submitted to Jane Le Sage and Chairs of other GBs to be approached and encouraged to take part actively</u> A date in September has been confirmed, the school have offered to host the meeting, letters have gone out to the Headteachers from the LA, but their response is not known</li> </ul> <p><b>Action: Headteacher to contact NYCC to confirm venue and numbers</b></p>	Headteacher
FGB.191.18	<p><b><u>AOB</u></b></p> <ul style="list-style-type: none"> <li>• <u>School Reward Day</u> Question: What is the school reward day? Answer: Pupils have been put into reward groups and able to earn crystals throughout the year. The group that has the most crystals will win. Activities on the day include a film &amp; popcorn and beach event including Punch &amp; Judy</li> <li>• <u>Away day for Strategic Planning</u> The Chair suggested a Governors Away Day to discuss Strategic planning and complete a SWAT analysis, SLT to be invited to join the discussion later in the day.</li> </ul> <p>It was agreed this should be held between the first two FGB meetings of the year, the governors to spend the first hour discussing and agreeing the high-level objectives for the school. SLT should then be invited to join them to discuss and agree the next level</p> <p><b>Action: Headteacher to arrange the day</b></p>	Headteacher
FGB.192.18	<p><b><u>To discuss to what extent has this meeting contributed to improving pupil outcomes</u></b></p> <p>Governors are aware they should test all the decisions they make against the aims of the school. It was <b>agreed</b> the discussion on the changes to the SIP should have a marked effect on the outcomes on primary and 6<sup>th</sup> form learning. Work planning and a focus on the strategic objectives and changes the school has to go through.</p>	
	<p><b>Date of next meeting – Tuesday 10<sup>th</sup> September 2019</b></p>	

There being no further business the meeting finished at: - 8.45pm



# Governor Meeting

Signed:

X

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Name  
Governor

**Attachments for meeting below:**