

**Minutes of the Full Governing Body Meeting
Held on Wednesday 27th November 2019 at 9.15am**

28.1. Present: Mr R Amswych (RA), Mr C Baker (CB), Revd. D Baldwin (DB), Mr M Carter (MC) **Chair**, Mrs N Chalkley (NC), Prof. M Dower (MD), Mrs J Forster (JFo), Mr K Hales (KH), Mrs A Hawkins (AH), Ms B Millwood (BM), Ms SA Palmer (SP), Mr D Solly (DS), Mrs P Strong (PS), Mr G Townsend (GT).

Apologies: Mrs J Brazier (JB), Ms L Humphries (LH), Mr R Barnes (RB), all accepted.

Absent: None.

Attending: Mr D Withers (DW) **Associate member**, Mrs T Harley (TH) **Clerk**, Mrs S Dinsmore (SD) **SENCo from 9.15 – 10.00am only**, Mrs F Jarrett (FJ) **School Improvement Partner from 9.15 – 10.30 only**, **Head Boy and Head Girl from 11.00 – 11.15am only**

The meeting was quorate

28.2. Declaration of Beneficial Interests: MC confirmed the updated report had been published on the school website, no other interests declared.

28.3. Items for discussion: (items proposed for information only were identified by a * on the agenda). Governors were asked if they wished to un-star any items for discussion. 28.6a; SiP report, 28.10a; Resources minutes, 28.7; Updated Safeguarding policy for approval, were requested and agreed.

28.4. Review and approval of the Minutes of the meeting held on 19th September 2019 (previously circulated): Accepted as circulated and signed as a true record by MC.

28.5. Matters arising and action list update (not covered elsewhere): Action point **27.6 Prevent training**; two governors still to complete. **Review of GB self-review**; WG formed looking at refreshing approach to make relevant to BS, NGA were also reviewing their audit and 20 questions and the WG were looking to support this. A governor asked if the last review results were being used to inform training and recruitment. MC confirmed this had been discussed and would be an agenda item at the next Governance Committee meeting. **Careers Hubs**; RA confirmed he was liaising with the school and had attended hub meetings. **27.8 Security camera policies**; DW had contacted the Information Commissions Office and assured all legal bases were being complied with and policies would be updated as necessary. **27.12d HTPM**; MC confirmed a meeting had been held on 18th November and the main objectives would be shared with governors on the O365 SharePoint. **27.12e Website data**; MC asked NC to update the GB data on the school website following the recent changes and agreed to update the committees' diagram for publication. All other actions completed or on the agendas, with no further matters arising.

28.8. SEND:

a) SENCo report: SD introduced herself and spoke to governors about the SEN register, EHCP's (health plans), the new Y7 intake, and the new learning hub, through a PowerPoint presentation. There were 174 students on the SEND register, 17 had EHCP, with 2 cases pending and 8 requests waiting to be submitted. This was a huge increase (only 3 students had EHCP's last year) and a concern. All 157 students required quality first teaching plus extra support within the classroom and a new learning hub had been created, in response to the rising numbers and the SRP base no longer accepting students. The LA had provided extra funding to support the space for students working at KS1. 14 students were using the hub regularly, with other students on an ad hoc basis. It had a sensory space and was going well. All EHCP students had a statutory annual review to ensure their needs were being met, with half yearly person-centred reviews, which were very time and resource consuming. SD spoke of the SEND yearly calendar, her focus on the Local Offer, policies, systems and structures, the SEND development plan and staff development. 33 of the students had autistic spectrum disorder (ASD) and SD finished her presentation with a video capturing what ASD was. Governors asked questions on the SRP base, the extra funding, the CCN Base focus, transition, collaboration with local schools and the SSGC; SD did not oversee the base which was ran separately, but any new CCN base would be linked to mainstream, although it would not be equipped to offer the same support as the current SRP base. Extra funding from the LA was a complex issue, with top up funding for students with multiple and complex needs, the CCN base would be primarily for ASD students,

28.5 TH
update action
list

Actions

with a strict criterion, but the LA funding offer needed revising to be viable. SD visited all primaries for new Y7 students, all students had settled well this year and there was opportunity for past feedback if needed. KH was in contact with other local secondary schools to share resources but it was very much parent led. The new hub complimented and worked with the SSGC and was filling a gap using a nurturing approach to provide personal development, independence and resilience for students. *SD left the meeting at 10.00am.*

28.6. School Improvement:

a) **School Improvement Partner (SiP) report:** FJ introduced herself and told governors of her visit in June where she had worked with KH on the new SIP, met staff and students and reported on objectives, marking and outcomes. The focuses had been maximising student engagement in the classroom – making every minute count, student rewards and looking at formative assessment to accelerate learning. The meeting with the SLT in November had focused on the results, which had been lower than anticipated. The reasons, particularly staffing issues, were discussed, FJ had been surprised that students with severe medical issues had not been disapplied but was convinced by the SLT structures now in place, so that the same issues would not be repeated. The SRP base students had also impacted on attainment. FJ had also met a selection of staff and students and had been very impressed by the Head of English appointment, who was very outward facing. Staff had made positive strides on new initiatives and formative assessment and the low-level disruption in classrooms was being addressed. Students were polite and courteous and were willing to be challenged more where teachers had high expectations with non-negotiables. Some students could do better if pushed harder. A governor noted the School Council reflected FJ words on the new awards initiative, with both KS3 and KS4 taking it on board. Staff were also holding themselves to account on consistency and embedding was the next phase. Governors discussed what could be done differently so that initiatives were in place before problems occurred, and KH and FJ spoke of recruitment issues, time lags, lessons learnt and how to enable GB support. A governor asked if the retainment and the profession of teaching was in trouble and FJ assured with the right support, challenge and CPD staff would stay, schools needed to market for staff as much as for students. *FJ left at 10.30am.*

b) **Current actions and targets** (Exam review reports, previously circulated): KH introduced the reports and asked for any questions. A governor raised concerns on the cost of materials for D&T subjects and asked whether it was viable to continue to offer the subject options. Students were asked to make a contribution, within means on expensive projects and it was agreed to discuss material costs at the next Resources meeting. A governor asked what trips were put on for language students and JFo spoke of the Y11 language skills trip to France, the cost of immersion centre trips, and the biannual Xmas French trip combined with the History department. KH updated governors on the target departments and told governors the mock exams, being taken now, results would feed into the target focus in January. Students had been given non-negotiable expectations on their coursework for Music, Drama, D&T and Media.

c) **Pupil Premium attainment 2018/19 and Strategy Report 2019/20** (previously circulated, for approval): KH introduced the reports and asked for questions. Governors asked about the support programme for literacy difficulties and when it would be in place and strategies for closing the gap. KH spoke of high-quality teaching and learning and investing in staff and training being the way forwards. A governor raised strong concerns that affordability of the school uniform was impacting severely on a number of parents and they should be able to purchase cheaper uniform elsewhere. DW explained that support was given to individuals by request and that parents should speak to the school if they had any concerns. **With no further questions the reports were unanimously approved for publication.**

d) **Autumn Term Headteachers Report** (previously circulated): KH introduced the report and asked for questions. Governors asked questions on school transport, formative assessment, mental health training and support for staff, supporting CPD and investigating the whole school approach to Food and the concerns that too many trips impacted on learning in Y11. *GT left the meeting at 10.55am.* KH confirmed the Ski trip had now moved to February ½ term and the other trips gains were huge and for French and Art subjects essential. A governor asked for information on Y12 and KH agreed to request an update from Mr See for the next FGB meeting.

28.6b) D&T materials cost – Resources agenda

28.6c) Publish PP report & strategy on website

28.6d) Y12 report – next FGB agenda

Actions

A governor raised that it had been brought to their attention that some of the Rotary Club mock interview techniques had been aggressive and KH assured overall, they were a real success and the 'old style' concerns had been fed back.

e) **Special Resource Provision update:** KH confirmed the old SRP was running down and staff were being reduced. The school had expressed a wish for a CCN base, as long as financially viable. The LA was currently going through a large review and would not be able to update on any provisions until after January. MD, as link governor told governor that the new member of staff was settling in well.

28.12 Head Boy and Head Girl Report: *HB & HG entered the meeting at 11.00am.* MC introduced the HB and HG and asked them to speak about their role and interests. The HG told governors that she represented the school in netball and previously though Youth Speaks. Since becoming HG she had helped with senior prefects at Open evenings and school events and hoped to support attracting inspirational speakers in the future. The HB spoke of completing the DfE bronze and Silver awards, running the Y7 Football club and starting an action plan for Y11's to support and run Y7 clubs. Both students were in the school play, chaired the School Council and answered governor questions on their future plans, school council working groups, sixth form choices and what they knew of the GB. MC explained that an Olympic medallist was visiting the school next term to lead an assembly and PE lesson, and invited the HG and HB to welcome her to the school. DW told governors he had been involved in the elections and thanked the HB and HG for their good work for far. *HB & HG left the meeting at 11.15am*

28.7. Safeguarding:

a) **Safeguarding Policy** (updated policy, previously circulated, for review and approval): DW introduced the policy stating minor amendments (shown in red) and been made to the policy to comply with the LA standard. The governors had no concerns, asked a question on secure electronic files and with a show of hands unanimously approved the policy, reviewed annually.

28.8. SEND: *discussed above.*

28.9. Standards:

a) * **Minutes of meeting 6th November 2019** (previously circulated): Accepted. *KH, JFo & DB left the meeting at 11.20am*

28.10. Resources

a) **Minutes of meeting 14th October 2019** (previously circulated): A governor asked when the catering WG would meet and was told due to not enough governors coming forwards the tendering review would be taken back to the Resources Committee. Clarity on the bus charges for 6th form students was requested and given.

b) **Marketing WG** (notes of the meeting 20th November and draft leaflet for circulation, previously circulated): NC confirmed the comments made by governors had been incorporated into the leaflet. Other governors felt they had not had sufficient time to review and comment and it was agreed final review and approval would be deferred until the next resources committee meeting.

28.11. Governance

a) **Chairs Report:** MC told governors of recent news items including the Commons Education Committee damning report on drug abuse and that he had attended a recent Chairs briefing, which had focussed on the new School Financial Values Standard, an improvement on the previous one, training requirements for safeguarding (SG1 – all governors including staff, SG2 – link governor and Chair plus the SG2 update every 2 years), the updated Ofsted framework (GB encouraged to attend new GS course) and Clerks appraisals. The governors discussed the recent Wessex FM incomplete news report and the school's position not to engage in social media comments. The school would continue to post positive messages and information out on social media only.

b) **Minutes of the meeting 2nd October 2019** (previously circulated): accepted.

i. **Recommend approval of re-appointment and appointment of Co-opted governors** (as detailed in Clerks report, previously circulated): MC nominated LH and PS for re-appointment, seconded by the governance committee and with a show of hands unanimously approved. MC told governors about the recent interviews conducted by MC, AH and MD. MC proposed Mrs E Smith and Mr G Montague for the 2 vacancies, seconded by AH and with a show of hands

28.7a) S/G
policy
approved for
publication

28.10b) GB
review &
comment on
leaflet for
approval next
meeting

28.11bi) TH
update GB
appointments
, start new
gov.
inductions

Actions

unanimously approved. TH confirmed the appointments would commence on 1st January 2020 for a 4-year term, with the induction to start in the new term.

c) **Clerks Report** (previously circulated): accepted. *CB left the meeting at 11.50am*

d) **Link scheme** (History, PE and careers reports, previously circulated): RA spoke briefly about his link visits and the GB roles and MC asked that off-site injuries to be recorded and the relevant policy document be amended.

28.11d)
update policy
on off-site
injuries

28.12. Head Boy and Head Girl report: *see above*

28.13. Any other business: A governor asked if the timing of FGB meetings should be reviewed and suggested making them all in the evenings, due to the current members other commitments. TH was asked to send out a questionnaire to all governors for discussion at the next FGB meeting.

28.13) canvas
GB on start
time of FGB
meetings

There being no further business the meeting closed at 11.55am

Dates for next meetings:

Resources	Monday 9 th December at 3.45pm
Standards	Wednesday 15 th January 2019 at 5.30pm
Governance	Wednesday 29 th January at 5.30pm
Full	Wednesday 12 th February at 7.00pm

Agenda point	Action	Owner	By when /report
27.6	Governors to complete Prevent training and forward certificates to TH	MD, JB	Asap
	Self-review WG support NGA review	RA, AH	Asap
	Review self-review results to determine gaps and needs	Governance	29/01/20
27.12	Share HTPM main objectives on SharePoint	MC	Asap
	Update GB data and diagrams on website	NC, MC	Asap
28.6b	Resources agenda item – D&T materials cost	TH	9/12/19
28.6c	Publish PP report and strategy on website	TH, NC	Asap
28.6d	Y12 report	KH/JS	12/02/20
28.7a	Publish approved Safeguarding policy	DW,NC	Asap
28.10b	Review & comment on marketing leaflet	All Governors	09/12/20
28.11bi	Update GB appointments, start new governor inductions	TH	Jan 20
28.11d	Update policy on off-site accidents	DW	asap
28.13	Canvas GB on preferred start time of FGB meetings	TH	12/02/20