



Full Governors Meeting

**Minutes of the Meeting held on
Wednesday 18th September 2024**

Present:

Nicki Read (NR), Kate Higham (HT), Bryony Hallows (BH), Sofia Khwaja (SKH) (via TEAMS), Gail Baker (GB), Tracey Casey (TC) (Via TEAMS), Emily Hibbard (EH), Sachin Kotalwar (SK) (via TEAMS), Jason Goff (JG) (via TEAMS)

Absent: N/A

Also in attendance: N/A

Clerk: Not available – meeting recorded and transcribed on TEAMS to be written up at later date

Quorum required: 5

Governors present: 9

Key
Blue – Governor comment/challenge
Green – School response
Purple - Actions

No	Item
1	The meeting started at 6pm. No apologies received - SK joined late via TEAMS at 6.35pm No pecuniary interests to report Previous meeting minutes approved and filed
2	NR suggested that BH is Co-Chair going forward, to even the workload between NR and BH, with clear lines of responsibilities All governors agreed to this
3	Matters Arising – document and actions reviewed and updated – see separate document for progress of open actions, and details of actions now closed.



Matters Arising -
Ongoing Updates.doc

New actions and available to view on Matters Arising October



Matters%20Arising%
20-%20Oct%2024%20

Governors discussed use of Matters Arising document and agreed process for updating actions from Monitoring forms, and audit trail for updates. To be confirmed to clerk when handing over.

Action – NR to meet with new clerk and confirm

Attendance at the TD was discussed, with positive feedback. Governors committed to a termly Meet & Greet. It was agreed that governors would come in separately through the day to allow different slots for staff to be able to have a discussion, rather than a one- or two-hour slot.

The first date agreed as 11th November 2024, with TC to cover Sixth Form College site as can combine with a SG visit.

Second date agreed as 17th January 2025

Governors also agreed to put a team together for the staff Christmas quiz on 17th December 2024

Curriculum leads presentations – governors agreed we should ask leads to present to the Governing Board with particular focus on areas highlighted by SIP report – PE and Projects (ICT, History and Geography).

Presentations to be 10 minutes only – intentions, plans to address current issues, plans through the year and expected outcomes – to support governor monitoring

Action – BH to send email to relevant subject leads to present at next GB meeting (PE and Humanities / IT).

Governors will agree on the next 2 presentations at the next FGBM.

GQ1 – how will this link in the monitoring reports and visits?

Gov / School agreed discussion: More detailed monitoring through targeted questions and challenge at monitoring visits and will be called out through monitoring forms. Staff presentations expected to be high level summary of strategic intention and expected outcomes and governor visits will be asking questions on progress through the year, focus on outcomes and ask for specific examples to evidence this

GQ2 – are the school passwords protected in an encrypted database?

Asked when discussing SG action of cover for IT Manager (see matters arising)

Answer – yes, they are, and two members of staff can access this to mitigate single point of failure

Policies

4. Agreed a policy review should take place. A list has been collated of all policies, statutory and non-statutory splits, along with review dates and other relevant information.

No policies being reviewed in this meeting, as governors need to work with the new clerk on cleaning up the existing list and managing this going forward through meetings.

Headteacher Report**GQs – TO FOLLOW – EMAIL FROM JG / HT**

HT report was pre-read before the meeting – questions and responses below:

GQ3 – Pupil Attendance – report includes reason for absence, but nothing on actions taken which would be good to see

Answer - More detail available on the detailed Attendance report, as this was designed to be a summary.

GQ4 – Going forward, can we see the report focusing on persistent absence, rather than the movements of attendance rates. And include context, i.e. back to school illnesses higher when children return after summer break

Answer – this is on the forefront as it came out in the latest attendance guidance in August about persistent absence. Our persistent absences haven't changed excessively

GQ5 – Can we see stories behind this please – no names but why some children are out of school persistently, why this is and what is being done. This is more useful than a data table

Answer – agreed, a new HT report is currently being prepped – taken from the NGA which will address these concerns. Governors should also ask the relevant questions – i.e. select an example child (data redacted) and follow the journey of that child through the year, asking what has been done etc.

GQ6 – Are we engaging parents regularly to show child's progress monthly rather than less frequently? And target feedback to specific subjects?

Answer – Yes, parents receive an interim report twice a year (End of Terms 2 and 4), along with a longer report at the end of term 6. Parents are also invited to their child's Annual Review. Plus 1 x parents' evenings per year (3 in Primary). Increasing this would increase staff workload considerably

Other governor comments – agree with school's answer – it doesn't feel appropriate to provide further updates to parents as it is too burdensome on staff to add to what is already considered to be sufficient feedback.

GQ7 – Behaviour – why are we not using Thrive currently? And when do we expect it to return?

Answer – DHT recently met with the Thrive lead – the program on the system needs to be overhauled by shifting classes around and updating for new students. This is in progress, and in a couple of weeks will allow all tutor groups to profile their children. This will trigger an action plan that teachers can use to lead activities within their Thrive sessions – this will happen before the end of T1.

Individual thrive sessions can then start from T2

The Thrive lead is operating in isolation currently – the school is looking to increase this to 3 resources in Primary and 3 resources in Secondary – plus Sixth Form.

DHT gathering information currently and will feed back to governors at the next meeting through the HT report

GQ8 – Staffing – what is the current position on vacancies and recruitment?

Answer – 8 TAs recruited in July, and the Attendance Champion post has been filled. All but one teacher posts (secondary) are also filled.

However, Governors need to be aware of teacher long term illness – 3 teachers down last year, with 2 out on long term sickness this year so far.

Relying on Supply teachers who are difficult to hire, so teachers PPA is impacted.

GQ9 – How many TAs do we still need?

Answer – ideally another 5 – we hope to reduce this vacancy number through the year as this happened last year

GQ10 – What about apprenticeships?

Answer – this wasn't successful last year and has no success historically and didn't feel it was effective

GQ11 – Do we contribute to the apprenticeship levy?

Answer – yes, we do

GQ12 – In addition to classroom teaching, is there any on-line teaching offered or prerecorded sessions that children can access?

Answer – we have some programs that are sent home with passwords, but no prerecorded teaching. It wouldn't be suitable for our learners – this was evidenced in lockdown from Covid

GQ13 – Teaching & Learning - what is meant by 'Adaptive Teaching?'

Answer – children are all doing the same tasks but the teacher has adapted their teaching for that child, rather than differentiation which is giving children different tasks.

GQ14 – Teaching & Learning – when will we see Reading progress for Secondary?

Answer – this has just been sent out to the HT today (18th Sept), and results will be on the next report

GQ15 – Pupil Premium – higher / lower comments not useful - would be good to get more context.

Answer – agreed, the new HT report will give this, it will be summarized to give the required message to governors. In the interim, there is nothing significant to report here between the two groups and nothing of concern to note

GQ16 – Attainment & Progress - How does this progress in secondary attainment measure against other similar schools / national standard?

Answer - We cannot compare to national and other schools' attainment as there is no national data for specialist provisions. Children are set targets by the their teachers, and expectations are monitored by subject leaders and the leadership team to ensure they are challenging.

Meeting the targets is rated from emerging to mastered.

6 Safeguarding

SG incident on-going with a sixth-form pupil, involving the police. This will continue to be on-going, but the school have provided all necessary support for this.

As a result of this, the sixth-form teachers are increasing focus on certain relevant topics in PSHE to re-educate and reinforce this with the children

There was another incident involving knife crime, involving the police. This incident did not occur in school, but the information was passed to the school via the authorities, and they have now increased / reinforced educating the children on knife crime, the impacts, the relevance to them and the consequences.

These incidents were in sixth form but were not on our site. The SG team are confident that they responded in such a way to prevent re-occurrence

Continue to reinforce to staff to ensure doors are closed and locked behind them – reiterating good habits

	<p>A governor training session / annual refresh with Sarah Turner was agreed for 9th October 2024. This will be on Zoom and will be recorded for any governors who cannot make it</p> <p>Action - An additional standard question will be added to this standing agenda item to request if there are any resourcing concerns that would impact SG.</p> <p>GQ16 – when governors get their lanyards, do we need any training?</p> <p>Answer – nothing official, but please remember to check, and double check doors close behind you and are locked. Worth triple checking just to make sure</p> <p>Also, do not allow anyone else in and out / tailgating</p>
7.	<p>Data Protection</p> <p>Nothing to report</p>
8.	<p>Governor Updates</p> <p><u>Training Undertaken</u></p> <p>GB – completed the EY e-learning training from the NGA website as we now have 1 EY child.</p> <p>SDP has been updated to reflect EY</p> <p>The training suggested that all staff should be Level 3 trained – EH to look into this</p> <p><u>Monitoring</u></p> <p>EH Meeting booked in to visit sixth form for T1</p>
9	<p>Finance</p> <p>The meeting that was scheduled for 5pm had to be rescheduled, so nothing to report.</p> <p>Pre this full governor meeting, Simon confirmed nothing material to call out or be concerned about.</p> <p>BH has volunteered to be Finance Governor, with support from NR to ensure meetings will be quorate going forward if someone cannot attend</p> <p>New Finance meeting scheduled for Monday 23rd September at 2pm</p>
10	<p>Chair Update</p> <ol style="list-style-type: none"> a. Our clerk resigned with immediate effect at the beginning of September, so we have now outsourced this role to a company already used by the school (Judicium). Our new Judicium clerk will be at the next meeting (virtually) and will support the GB going forward. The preference remains though, that governors make every effort to attend the meetings F2F as it is more beneficial b. NGA Review update – unfortunately due to illnesses and holidays and IT issues, the results are slightly delayed. NR has a meeting with the NGA consultant on 24th September so will update after this meeting via a summary email with plan for more detailed analysis at next GB meeting c. Action – Documentation: governors to attest to reading KCSIE and governor expectation documents via completion of template. NR to send out link to template when available. d. Action - Reminder for all governors to set dates in diary with relevant leads for T1 monitoring e. Action - SK has taken over EY from GB so needs to complete training (NGA e-learning) and book monitoring visit f. Governor Newsletter – BH put together the first newsletter for distribution – to be sent paper and electronically first time around. Please read and send suggestions / comments to BH for any changes. Plans are to do an interview section for a governor / member of staff, and anything else topical at the time g. HT recruitment – in progress still. One interesting candidate through the process, and one via email, out of process.

Actions:

- NR to speak to Bill Jerman (BJ) on next steps as potential to have calls with individuals
- Out of policy candidate must come through process if interested (Safer Recruiting)
- NR to work with Trudy Topp (TT) to notify unsuccessful candidates, and to notify re a call with NR as only one candidate in the process to determine if potential to go to interview
- When determined, all candidates will be informed and adverts re-issued across all platforms and leave to run indefinitely until a strong candidate applies.
- NR to re-contact LA to assess support available as no response yet
- Can we be more creative with the advert – social media / video?

11 **Staff Well-being**

GB to send questionnaire with just a couple focused questions through Microsoft Forms to encourage good response rate

Will be repeated through the year with different questions to track progress against comments

12 **AOB**

a) DBS Hard Copy – SK not sent through to SBM – please can send into school ASAP?

b) Forest School – how is this going?

On-going – looking to be available for T5 / T6 timings. Being organized by Louise Hackney, who has worked exceptionally hard through the summer - the governors would like to call this out and are very appreciative of her hard work and passion for the project. We will add something to the newsletter stating this, including thanking the companies and parents that have supported. Louise needs to pass her Forest School exam before it can become live but is on track to do this.

c) Next Finance meeting confirmed for Monday 23rd September

d) Agreed SG training date 9th October on zoom

e) MAT – process was parked due to other priorities from Ofsted visit, but it feels appropriate to revisit this now. Preference is to select preferred MAT rather than be forced into one that we feel is not suitable for our school.

BH will pick up and re-visit work already done by NR and set up a working committee on how to progress this. Needs volunteer governors to support this committee

f) New Governors – we have had contact with 3 prospective new governors who have contacted the school. NR will make contact and have initial catch up

Action - to consider – ensure governor type is correct (co-opted / parent etc) and we have the correct mix (check with clerk)

g) SG – TC to check training up to date for governors and SG team

MEETING CLOSED 20:05