

FULL GOVERNORS BOARD MEETING 2021/2022

Meeting Minutes			
Date	Wednesday 6 October 2021	Time and Location	3.30pm Schering Suite
Attendees	Initials	Attendees	Initials
Di Hunt (Chair)	DH	Matt Ashdown for Item 6	MA
Clare Brittain (Vice Chair)	CBr	Amanda Reid	AR
Judith Ward	JW	Jim McMahon	JM
Anra Kennedy	AK	Sophia Hunnisett	SHu
Colin Brace	CB	Emma Bates (Clerk)	EB
Mark Wignall	MWI		
Eva Field	EF		

Apologies	Initials
Sue Hatton	SH
Cecilia Harvey	CH
Clem Leneghan	CL

	Agenda	Led by
1	Welcome and Apologies for Absence	Chair
2	Declaration of Interest	Chair
3	Minutes of Last Meeting – 23.6.2021	Chair
4	Matters Arising	Chair
5	Urgent Matters	MWI
6	GCSE Results	MA
7	Register of Business Interest and Governors' Code of Conduct	Chair
8	Safeguarding and Child Protection	MWI
9	Budget Monitoring/Delegation of Financial Powers	MWI
10	School Development Plan	MWI
11	Federation Update	MWI
12	Headteacher's Report	MWI
13	Chair's Update	Chair
14	Governor Development Plan	Chair
15	School Website Information	JW
16	Chairs of Committee Reports – Items Arising from Committee Minutes	Chair
17	Governor Monitoring Feedback, Link Departments, DSA	Chair
18	AOB	Chair
19	Date of next meeting	Chair

Item no.	Discussion	Action	Due Date
1	Welcome and Apologies for Absence - Welcome KK, SHu and TF to their first face to face Full Governors meeting and to MA for item 6 - Welcome EF to her first meeting. She was elected as a Parent Governor in June - Apologies were received from SH, CH and CL		
2	Declaration of Interest There were none		

FULL GOVERNORS BOARD MEETING 2021/2022

3/4	Minutes of Last Meeting & Matters Arising <u>Item 4 & 5 Minutes of Last Meeting & Matters Arising - Item 11 Safeguarding</u> - Governors agreed to add 'Following JMc question and a subsequent email from SHu about the national publicity regarding the verbal, psychological and physical abuse reported by girls in independent and other schools, MWI presented a powerpoint, which is filed with the minutes' <u>Item 9 Headteacher's Report</u> Q Have school received a refund on exam fees? MWI has not had notification of receiving any money yet <u>Item 16 Policy Reviews – Governor Allowance</u> - DH has removed the words <u>Item 17 Timeline & Committee Cycle of Business</u> - DH has made the changes as agreed The minutes of the last meeting held on 23 June 2021 were agreed to be a correct record and will be signed by the Chair		
5	Urgent Matters There were none		
6	GCSE Results MA spoke to a PowerPoint, which is filed with the minutes Results - Results this year were based on Teacher Assessed Grades (TAGs) - School managed over 2000 entries - Over 8000 scripts and coursework were marked, standardised and moderated by staff - This meant huge additional workload for staff - Out of 2057 entries, there were 9 appeals from 7 students across 5 subjects 21 assessment records were requested - No National Data so used FFT to get data analysis 1700 schools submitted data which accounts for 300000 students - For national attainment figures, we've taken the data supplied by these schools - Progress 8 was significantly above average 85% of students gained a grade 4 or above in English and Maths which puts us in the top 20% of schools - Last data we had for student progress was in 2019 2020 there was no external moderation and a slight drop in figures 2021 appears more in line with 2019 Recovery/Catch up Program - Students completed three wellbeing surveys - From those we learnt a third of students had lost confidence as learners due to the disruption to their education during lockdown		

FULL GOVERNORS BOARD MEETING 2021/2022

	- We are focussing on finding where students are at and addressing those gaps in their knowledge - We made sure every disadvantaged household had access to IT during lockdown and we continue to maintain that Build up - Is to increase expectation of the low ability students by offering 1:1 sessions, motivational talks to improve their confidence and self-esteem among other things - PIXL has been successful and we will continue with that this year - Year 11 catch up sessions are running after school with 30 students and have been well attended - National Tutor Program (NTP) doesn't fit the schools needs - Teaching here is good and we don't want to take students out of lessons - Looking at recruiting our own tutors, which is in progress Department Recovery Plans - MWI and MA have met with Heads of Faculty and this has been very rewarding - Departments have been asked what their one priority is and to make that their focus - They are to complete 'A Schools Guide to Implementation', which is putting evidence to work - This will be linked to appraisal Q Have staff the capacity to deliver? Yes we have made a new appointment Q Students have missed the creativity of activities during Covid, will those now return? We are looking at the provision of extra-curricular and hope to track and monitor participation Q Can we talk to our link departments about essentialism and what they have planned for their department? Yes that would be beneficial and a good starting point Q What is the timescale? We will be finished before half term going through the research, looking at the data and identifying the problems that need to be addressed - Completed plan will be finished by Christmas Catch up Funding - Cost projection is £96k which we are projected to spend - Year 7 are to sit Cognitive Ability Tests (CATS), because we have no data due to those students not taking SATS in Primary School - Accelerated Reader will continue to focus on literacy for disadvantaged students £15k additional funding - Plans to use online cpd to support recovery plans - Continue to explore NTP - Recruit school led tutoring using department TA's Q Is the intention to report back to Governors? Yes, next year - Recovery plan is a major part of the School Development Plan (SDP)		
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FULL GOVERNORS BOARD MEETING 2021/2022

	MA was thanked for his presentation and left the meeting		
7	Register of Business Interest and Governors Code of Conduct - All Governors present had signed the Register of Business Interest forms and returned to EB - Governors unanimously agreed to adopt the NGA Code of Conduct and members present will subscribe to it		
8	Safeguarding and Child Protection - Nothing to report - Governors Safeguarding Training is in school with Graham Odlin (GO) on Wednesday 17 November and should last one hour - This is not statutory, but DH requests all Governors to attend Q JMc read nationally a lot of 'ghost children' had not returned to school since the start of Covid. Has Downlands got any? No - All school staff received safeguarding training at the start of term - GO has spoken to each year group in assembly raising relevant issues		
9	Budget Monitoring/Delegation of Financial Powers A summary financial report had been previously circulated. A copy is filed with the minutes. MWI reported by exception - Salary costs are majority of the budget - Teaching staff salary is 39.87% spent which we would expect at this time of year - Those costs do include the 3% uplift which is not going to happen - This will release between £70-£80k - Budgeted 3% uplift for ancillary staff but expected to get 1.75% - Exams costs are overspent. This is because Year 7 are sitting CATS - These tests have been paid for out of catch-up funding - Mentoring is the income from trainees of which we have 8 at the moment Q Capitation is high, are departments being encouraged to spend up by the end of the academic year? These are August figures. Departments have been allowed to carry forward for projects and we would encourage them to be 80% spent by Christmas The Policy for the Delegation of the Financial Powers and Duties of the Governing Board was circulated prior to the meeting. A copy is filed with the minutes. - The Delegation of Powers was approved on behalf of the Governing Board and signed by the Chair of Governors		
10	School Development Plan		

FULL GOVERNORS BOARD MEETING 2021/2022

	• TAGs have delayed the process • Departments are to do their self-evaluation in the first part of the summer term • Once they have completed their self-evaluation they will present to leadership • The plan will be put together in the second part of the summer term • SDP is based on achieving the vision of a 'A Kind Successful Learning Community'		
11	Federation Update • Collaboration with likeminded Secondary Schools (Imberhorne, Oathall, Sackville). All LA maintained with similar ethos • Headteachers and Chairs of Governors met last term • After half term Headteachers and Chairs of Governors will hold a meeting on how to govern the Federation • First joint inset day on 20 June to take place at Oathall working in collaboration with each other • Do not have to be a Multi Academy Trust (MAT) to collaborate • MWI to report back to Governors in December		
12	Headteacher's Report A copy of the Headteachers report was circulated prior to the meeting and is filed with the minutes Students • Majority have been wonderful Staff • They have had a tough 18 months and are now trying to transition back to 'normal' • All the staff are brilliant GCSE Results • MA gave an update in Item 6 Catch-up Funding • MA gave an update in item 6 Covid-19 Risk Assessment • This has not changed since the start of term • There has been a lot of absence with cough, colds and stomach bugs due to lack of immunity • Not as easy to track Covid cases, but there have been 10 cases so far New Website • This is up and running, so please take a look if you haven't already • A new SLT PA in charge of Community and Marketing starts next week Staff Wellbeing • Staff were invited for drinks at the Hassocks hotel last Friday at 3.30pm. This was well attended		

FULL GOVERNORS BOARD MEETING 2021/2022

	• Staff Christmas Social is being held at the Hassocks Hotel and will include a silent disco • Staff receive free tea, coffee and milk in the staff room • There is a running club, football club and discount to the onsite gym • All staff have a wellbeing day of their choice Number on Roll • At present there are 1195 but should be full soon with 1200 students Meetings • Recent information evenings for parents/carers have been face to face with reduced capacity in the hall • A successful On from 16 evening was held recently where the Year 11 students and their parents/carers came into school to meet with local colleges • Staff briefing is now face to face with distancing in the hall once a week Consultation Evenings • These are going to continue online for the time being • Q These were an opportunity for Governors to talk to parents/carers. How are you going to replace that? There are still evenings where parents/carers come into school. Downlands Forum being one of them. DH and CBr will be present that evening • Q As Community Link Governor should AK organise a rota for these events? Yes at least one Governor should be present, so MWI will let AK know which ones will work • Governors feel they have lost connection with the school and community by not coming in • Y7 Settling In Evening is onsite on Thursday 14 October where parents/carers meet their child's tutor. Q Should there be a Governor presence? Yes AK and EF volunteered • Q Do Year 8 parents/carers have the opportunity to come in and meet their child's tutor? No plans, but parents/carers were invited to an information evening in school last week Recovery • Aim to revert back to the high standards everywhere • Learning Walks will resume after half term Recovery Plans • As mentioned above each department has developed a recovery plan Appraisal • Reverts to pre-Covid model this year CPD • Learning Communities to be based on recovery plans in departments		
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FULL GOVERNORS BOARD MEETING 2021/2022

	• These link into the appraisal model Federation • Meeting of Headteachers and Chairs of Governors to be held at Downlands on 10 November Open Evening • Ticketed event with 3 talks and tours to keep numbers down on site • Offering another talk the following week for those who were unable to get tickets and have emailed in • Tours also running during school time for 2 weeks after the event from Monday 11 October • Possibility have to take extra form in September 2022 although this is not guaranteed • West Sussex to put in facilities for 2023 although County have not got back to MWI • Q At what point will you not accept an extra class? Governing Board decision, but hopefully County will make a decision before we have to • Waiting for County to do a feasibility study • MWI to keep Governors informed and will pass on their concerns next time he speaks to County Downlands Forum • This will take place on 9 November and will be about the issues of languages and how they are allocated to students Early Career Framework (ECF) • Now a 2 year programme to develop a body of knowledge • Appointed 3 Lead Mentors to coach Early Career Teachers (ECT) • Each ECT has to demonstrate they can teach effectively and complete each module Fire Drill • This happened today and went very well • Lockdown procedure will be next • Q Police advise to get as far away as possible. Do you lock yourselves in or run across the field? Official guidance is to get out of sight, so everyone remains in their classroom School Council • Meeting to take place after half term Character Development • Noel Buckley is leading this project and is developing an action plan • MWI to ask Noel Buckley to present to the Governors Thank you • To all Governors for their wonderful support MWI was thanked for his report		
13	Chair's Update • Please make contact directly with your Link department and ask if they are happy for you come into school		

FULL GOVERNORS BOARD MEETING 2021/2022

	• Department recovery plan can be part of the conversation • KK is having ongoing issues with engagement from her Link Department • KK has emailed this term and DH has also spoken to the person concerned • MWI to have a word with them • County Ofsted training session arranged for Wednesday 9 February at 6pm in school • Risk Assessment continues to be updated and posted on the schools website. DH to alert Governors when it is updated • Lockdown has been reviewed at this meeting • Lockdown Policy may need updating once drill takes place • Various complaints have been received this term • DH to add new wording in policies that if procedures have been followed properly then there is no grounds for a complaint with a matching statement in the complaints procedure • This is to be further discussed at sub-committees • MWI has spoken about the possible bulge class • JMc is the Link training Governor, so please let him know any courses you have attended • There are lots of courses on the County website so please have a look and book yourself on • It is useful for all Governors to refresh their knowledge • Reminder to regularly log on to your Governors emails • Jamie Chandler (JC) has set up a Governor portal on Teams, where you can find all paperwork for meetings • Q Do we use Teams to communicate? No, it is purely for storage of documents • Communication continues to be by email or if the message is urgent DH will send a WhatsApp • Any issues with Teams please email JC	MWI	
14	Governor Development Plan • Unanimously approved at the FGB meeting in June		
15	School Website Information • Many thanks to JW for taking on the role of checking the website • This is a statutory requirement • JW used a new checklist from The Key • Q Do County require a copy of the checklist? JW to check • JW found the PP for 2021 was not on the website and the Year 7 catch up funding was out of date • Q Will JW report again in December? Report termly but retrospectively, so the next report will be February	JW	
16	Chairs of Committee Reports - Items Arising from Committee Minutes • There were none		

FULL GOVERNORS BOARD MEETING 2021/2022

17	Governor Monitoring Feedback, Link Departments, DSA • DSA held a 'Back to School Bonanza' and raised £1700. This was matched by a company a parent worked for so £3400 was made in total • DSA meeting next week to discuss the Christmas Fayre being held on Saturday 27 November from 11am-2pm		
18	Any Other Business • SHu requested a swap from FAB to SLL • DH asked if anyone else wished to change committees • KK agreed to change with SHu • DH to update the paperwork	DH	
19	Date of next meeting • Governors Safeguarding Training in school on Wednesday 17 November at 3.30pm • Wednesday 8 December at 3.30pm in the Schering Suite • Meeting closed at 5.30pm		