

FULL GOVERNORS BOARD MEETING 2020/2021

Meeting Minutes			
Date	Wednesday 7 October 2020	Time and Location	15.30 via Zoom
Attendees	Initials	Attendees	Initials
Di Hunt (Chair)	DH	Matt Ashdown for Item 8	MA
Clare Brittain (Vice Chair)	CBr	Sue Hatton	SH
Judith Ward	JW	Kate Kenny	KK
Anra Kennedy	AK	Jim McMahon	JM
Colin Brace	CB	Cecilia Harvey	CH
Mark Wignall	MWI	Tom Freestone	TF
Amanda Reid	AR	Emma Bates (Clerk)	EB
Hannah Wilson	HW		
ALL GOVERNORS ATTENDED THE MEETING REMOTELY			

Apologies	Initials
Paul Brown	PB
Clem Leneghan	CL

	Agenda	Led by
1	Welcome and Apologies for Absence	Chair
2	Declaration of Interest	Chair
3	Minutes of Last Meeting – 24.6.2020 & 15.07.2020	Chair
4	Matters Arising	Chair
5	Urgent Matters	MWI
6	Register of Business Interest and Governors' Code of Conduct	Chair
7	Safeguarding and Child Protection	MWI
8	GCSE Results	MA
9	Budget Monitoring/Delegation of Financial Powers	MWI
10	Headteacher's Report	MWI
11	Chair's Update	Chair
12	Governor Development Plan	Chair
13	School Website Information	HW
14	Items Arising from Committee Minutes	Chair
15	Governor Monitoring/Visits - Feedback	Chair
16	AOB	Chair
17	Date of next meeting	Chair

Item no.	Discussion	Action	Due Date
1	Welcome and Apologies for Absence - Welcome to MA for item 8 - Apologies were received from CL and PB - Governors want to thank MWI, SLT and all staff for getting the school up and running from September in the current circumstances.		
2	Declaration of Interest There were none		

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3 & 4	Minutes of Last Meetings & Matters Arising – 24.06.20 & 15.07.2020 <u>FGB – 24.06.2020</u> <u>Item 6 Bullet point 3</u> - Governors read the Risk Assessment and asked a few questions which DH followed up. Amend sentence to 'comments received and answered' <u>Item 13</u> - AK to be added as Culture & Community Governor <u>Extraordinary FGB – 15.07.2020</u> - No amendments were required The minutes of the last meetings held on 24 June 2020 and 15 July 2020 were agreed to be a correct record and signed by the Chair		
5	Urgent Matters There were none		
8	GCSE Results Item 8 was taken at this point and is minuted below		
6	Register of Business Interest and Governors Code of Conduct - All Governors present were reminded to sign the Register of Business Interest forms electronically if they hadn't already and email to the Clerk to print off - Governors agreed to adopt the Code of Conduct and it is to be signed by the Chair		
7	Safeguarding & Child Protection - No issues reported - DH, CBr, Designated Safeguarding Lead (DSL) and his Deputy met and went through the new Safeguarding Policy page by page, paragraph by paragraph. - The updated policy has been sent to all Governors - Governors need to be aware of Section 6 'Responsibilities' where it clearly states what, as governors, they are responsible for. - It was unanimously agreed the policy be re-adopted - Governors Safeguarding Training will take place with the DSL, via Zoom, on Wednesday 2 December at 15.30 and last approximately one hour - This is statutory training for all governors so please attend if possible - All school staff to receive safeguarding training later on in the term		
8	GCSE Results – MA spoke to a powerpoint, a copy of which is filed with the minutes. - No National Progress measures this year as the final GCSE grades were based on Centre Assessed Grades (CAG) and not exams - Attainment and not progress was used to compare grades from last year's cohort - A help desk was set up in school over two days when the results were released and about 20 parents/carers contacted the school		

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	• Staff wanted to ensure all students got to their preferred destination and in some cases contacted colleges on their behalf • School can report all students who wanted to go to college got on a course • There was a lot of controversy nationally surrounding grades • School followed guidance and moderated internally as accurately as possible • FFT (not DfE) results service represents 1700 schools • Data was uploaded to their database, which is not as accurate as National statistics • Attainment 8 overall is 5.6, which is a strong average pass grade and an improvement on the previous year • English and Maths grades are above average and compare well to the national picture • Progress 8/attainment reflects a strong performance • Student groups average grade is also higher than the national average • Increase in Pupil Premium (PP) average grade • Overall the results are good in challenging circumstances • Q Can you comment on gender differences across different groups of attainment? Gap has narrowed between boys and girls • Q Appears PP did better than average? Apologies that statistic is incorrect. • Q Male/female at birth or self-identified? At birth • MA will amend and resend correct PP data and gender attainment • Catch-up funding • Government initiative which is provided to Secondary Schools • School to spend this on narrowing the gaps with those disadvantaged students who disengaged during school closure • Can also include those students who did not engage with remote learning • National Tutors programme goes live in a month • Tutor agencies contact school and work with students in school • Tutor programme is to support all year groups and most of the curriculum • School have no data on Year 7 students due to SATs being cancelled • CAT (Cognitive Abilities Tests) for Year 7 students to be carried out along with spelling and reading tests • May extend day to a P6 with 1:1 or small groups online or face-to-face intervention. • Tutors work alongside our teachers which will involve a lot of planning and organisation • Q What quality assurance do you have with the tutors coming from agencies? All apply for accreditation to include safeguarding training, but school will monitor carefully		
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	• A governor commented school should be concerned about the quality assurance with tutors, because University students have been encouraged to sign up with no teaching experience. • Agencies have to provide 500 tutors each • School to make sure teachers work closely with the tutors and will monitor the quality of intervention • Q If you are tutoring tutors, why not do the tutoring yourselves? School will use the core subject Learning Intervention assistants in the first instance and then bring in the tutors • Q Are tutors allocated to the school or do you get to choose? Awaiting further details which are yet to be finalised, but agencies approach the school • Accelerated reader programme targeted Year 7 last year who are now in Year 8. The programme has shown to improve literacy • Launched Build Up programme with two appointments from existing teaching staff made to lead this initiative • They are working with a mixture of 15 – 20 Year 11 SEN and PP students already • Pupil Premium Support Officer was successful during lockdown getting IT provision to families • Between 8 – 10 families have no or inadequate IT access • This is to supplement the good work the teachers already do and not replace • MWI has some ideas about asking recently retired teachers school know to possibly come back in • Decided not to do whole school assessment, but use quizzing in lessons to see where the gaps in students knowledge are • Students have responded positively to being back in school KK joined the meeting MA was thanked for his presentation and left the meeting		
9	Budget Monitoring/Delegation of Financial Powers 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 A summary financial report had been previously circulated. A copy is filed with the minutes. MWI reported by exception: • It is now a requirement the budget is looked at six times a year by both the Full Governing Board and Finance & Building Committee • Teaching staff salary is 39.35% spent against budget of 41.66% • General rates nearly all spent. School waiting to be charged Mid Sussex rates by Freedom Leisure		

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	- Exams cost £73k against a budget of £78k, but we are due a partial refund due to no exams taking place this summer - Service Level Agreements nearly all spent at £103k - Some budget costs have increased including the need for more cleaning and use of sanitiser - There have been savings on supervision and utilities during the school closure - Supervision costs have since increased due to more teachers required for duties - School are in a good position due to the Business Manager's work on the budget		
10	Headteacher's Report A copy of the Headteacher's report was circulated prior to the meeting and is filed with the minutes. Students - Students have been cooperative with the changes in school - They have been working hard and behaviour is good - The wearing of masks is not enforced, but it has been explained the reason behind wearing them and majority of students now wear a mask Staff - Teaching staff have adapted to the different way of working - It is really hard and tiring for them moving between lessons with their resources - School are fortunate to have a supportive group of Governors School Organisation - Each year group is in a 'bubble' and have their own designated area indoors and outside - There are more staff on duty during break times, which is working well - Break and lunch times have been shortened - The full curriculum is being covered and the idea is to increase the number of practicals in lessons - Practical spaces have been prioritised for Key Stage 4 students so they can complete examination work. - AR was asked, from a teacher's perspective, how she was feeling about the changes. She mentioned school feels calmer and students like having their own areas - Changes have been made to detentions, which happen on the same day they are given Q How does it work having detentions on the same day as they are given with students who need to catch public transport? Do parents have to arrange to collect their child? Yes or school will rearrange the detention for the following day - MWI wrote to parents/carers asking them not to make plans before 16.00 - Achievement leaders manage detentions in the year group bubbles		

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	and attendance has increased Risk Assessment • This has been circulated and is reviewed regularly • Maintenance and Site Officers have been brilliant in implementing whatever needs doing around school Student wellbeing • 70% of students completed a wellbeing survey at the end of last term. • The answers have been used to plan the pastoral curriculum • Mindfulness is being delivered at tutor time to deal with anxiety • School are supporting Hello Yellow World Mental Health Day on Friday by asking students to wear yellow in exchange for £1. Number on Roll • This term we are full with 1200 students on roll Start and end of school day • Each year group has a designated arrival time and arrival area so that students can be kept in their 'bubbles' when on site. • Different year groups are separated as they make their way along the drive • First 2 days of term there were teething problems and several members of the community wrote to school • There is a member of staff in the village and we have asked students not to use the pavement on the opposite side of the road to school • School continue to monitor the situation and have liaised with The Windmills and Kirsty Lord • School are investigating the possibility of funding from WSCC for a temporary crossing for students to be able to cross the road safely Covid Action Plan • This covers schools priorities for the academic year and links to the school vision • The document will be reviewed regularly • Q The Governing Board are not referenced. Could there be a sentence highlighting the overall support provided by the Governing Board? • FGB approved the Covid Action Plan. Further discussions will be held at relevant sub-committee meetings Confirmed Case Flowchart • This is a working document that outlines school procedures in the case of a student testing positive • School will ascertain close contacts by using the teachers seating plan on Edulink • Those students sitting within 2 metres of the infected student have to self-isolate • MWI met with all those mentioned on the flow chart • A Governor mentioned it is important that if there is a case in school the publicity is handled well and the press are given the correct information		
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	HW left the meeting due to loss of internet connection Communication • Unable to hold staff meetings with everyone • MWI does a live Zoom briefing every Friday morning, which is recorded and sent to all staff • Important staff know what is going on and all staff attended meetings at the start of term Blended learning • Government have made it illegal not to do this • This is work put in place if students need to self-isolate • The work is relevant to the curriculum and is nearly finalised Amphitheatre • Year 7 are using the space for social times. • Dance and drama also use for lessons • CB has done a great job managing the project and liaising with everyone involved • Acre were asked to fix the front row, secure sleepers and bullnose the sharp edges • They didn't finish this properly and wouldn't come back to fix • The final report by Jon Orrell doesn't look good • Governing Board to write a letter to Acre stating their work is not acceptable • School have incurred costs and Acre need to reimburse us the money CPD • Learning Communities are not running this year to help reduce teacher workload • Meetings after school on a Monday are given to departments to do their planning • Six twilight department sessions also running this year Performance Management • Procedures have changed due to the current situation • Still hoping to decide in July about teachers pay progression Virtual Open Evening • Video produced in house by PA to SLT and 2 members of the IT department and received over 2000 views HW returned to the meeting Thank you • To all Governors for their continued support • To AK for her support of the Women in STEM • Both AK and HW attended the SLP breakfast meeting MWI was thanked for his report		
11	Chair's Update • Governing Board approved risk assessment by email on 4 September 2020 • The document is regularly updated and MWI was asked to let Governors know if anything significant changes		

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	- DH sent the Governor training document to all and wanted to draw their attention to page 7 about wellbeing. - DH hopes all Governors feel supported in their role - DH has received Turning the Tide booklet, which she will send to everyone Q Referring to Governor wellbeing could we maybe have a 5 minute check in before virtual meetings commence to talk about any issues? - Training flyer has been sent to all Governors. If you attend a training session please let JMc know and cc DH into the email - DH to share training record with JMc - Please check your emails regularly and respond accordingly Q How many Governors use an ipad for receiving documents? Please be aware if you check documents on an ipad it can throw the pages of the document out totally - Complaint Panel to sit week after next with DH, CBr and CB on the panel - Before lockdown Dave and Caroline Berrick retired to Wales. They sent Governors a thank you card for the vouchers provided	DH	
12	Governor Development Plan - After discussion, it was decided to support an interim plan, which JMc was happy to help put together for this academic year - Plan to reflect the schools short term development plan - Suggestions and put together for academic year - DH asked Governors to look at the plan and get back to her with any suggestions - DH to send copy of plan to KK and TF	DH	
13	School Website Information - HW checks the website every term - She raises any issues with DH and SLT PA directly - DH forwards update from County and liaises with SLT PA if anything remiss - HW would like to be involved in redesign of new website		
14	Items Arising from Committee Minutes None		
15	Link Governor Reports - At the previous meeting DH asked Governors linked to Departments to email the department Heads to offer them any support required - SH and CBr continue to meet with the Designated Safeguarding Lead and the SENDCO - CBr received a brief email from the Head of Teaching and Learning Humanities that SLT were fantastic in reducing teacher workload and allaying any concerns		

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	• CH attended a virtual PTA meeting. Main item discussed was ideas for fundraising under the current circumstances • PTA thought of asking students what they would like funding for and give their feedback to school • Uniform sale was successful, but not having a summer fayre has impacted on funding • One idea was to have a stall at the monthly Hassocks market • CBr has been in touch with the SENDCo around her concerns about the 7 new students with EHCP's • Supporting these students is not easy in their bubbles and TA's have to keep their distance in lessons • CBr has been involved in the new Government inclusion framework and practice guide for SEND. She will talk more about this at POW		
16	Any Other Business • AR shared on Governors Whatsapp a justgiving page raising money for MND. Some staff are running, walking or cycling in memory of [REDACTED], an ex-colleague, who died with MND recently. Please donate if you are able to		
17	Date of next meeting • Wednesday 9 December at 15.30 • Meeting closed at 17.15		