

FULL GOVERNORS BOARD MEETING 2020/2021

Meeting Minutes			
Date	Wednesday 21 April 2021	Time and Location	15.15 via Zoom
Attendees	Initials	Attendees	Initials
Di Hunt (Chair)	DH	Kate Kenny	KK
Clare Brittain (Vice Chair)	CBr	Jim McMahon	JMc
Judith Ward	JW	Cecilia Harvey	CH
Anra Kennedy	AK	Tom Freestone	TF
Colin Brace	CB	Clem Leneghan	CL
Mark Wignall	MWI	Sue Hatton	SH
Amanda Reid	AR	Emma Bates (Clerk)	EB
ALL GOVERNORS ATTENDED THE MEETING REMOTELY			

Apologies	Initials
Hannah Wilson	HW

	Agenda	Led by
1	Welcome and Apologies for Absence	Chair
2	Declaration of Interest	Chair
3	Minutes of Last Meeting – 10.2.2021	Chair
4	Matters Arising	Chair
5	Urgent Matters	MWI
6	New School Development Plan (SDP)	
7	Headteacher's Report	MWI
8	Chair's Update	Chair
9	Financial Update	MWI
10	GB Meeting Dates – for information	Chair
11	Safeguarding Update	Chair
12	Policy Ratification i. Complaints Procedure ii. Serial and Unacceptable Complaints iii. Abusive Parent/Carer iv. SEND (ratification only) v. Discipline and Student Behaviour (ratification only)	Chair
13	Item Arising from Committee Minutes	
14	Governor Monitoring Feedback, School Website Information, Link Activities, DSA	
15	AOB	Chair
16	Date of next meeting	Chair

Item no.	Discussion	Action	Due Date
1	Welcome and Apologies for Absence • Apologies were received from HW • SH sent her apologies for being late to the meeting		

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2	Declaration of Interest There were none		
3 & 4	Minutes of Last Meetings & Matters Arising – 10.2.2021 Item 5 Urgent Matters Q Is there an update on the cleaning contract progress? Cleaning and catering tenders are progressing - An open day was held for the cleaning companies - They had to attend if they wished to join the procurement process - Three companies attended although one is not tendering leaving two - Catering tender is a more streamlined process Item 8 Safeguarding - DH confirmed both points had been actioned The minutes of the last meeting held on 10 February was agreed to be a correct record and will be signed electronically by the Chair		
5	Urgent Matters School Places - Received email from a concerned parent whose child is in Downlands catchment and has not got into the school - There has also been an article in a local paper connected to this - MWI shared a picture of Downlands catchment area - Downlands catchment is full this year and numbers projected to rise obviously because of the expected housebuilding - Primary Schools are predicting low numbers which will cause a problem - At least 9 children in catchment did not get in from Sayers Common, Poynings and Fulking - This has caused upset and concern, because they all attend local Primary Schools and have been given secondary school places far away - Due to a few Year 7's declining their place we have been able to admit students in Sayers Common and Poynings. There are no available places for the Fulking students yet - LA only have to provide a school place - County want to procure a new secondary school in the Northern end of Burgess Hill, but numbers are not thought to be coming through - Initially 6 form entry but since changed to 4 Our Options: - New school mid 2022 now saying 2024 - County raise the funds to build the school and procure someone to run it - Bohunt Academy applied to run the school but this was not accepted - If we could guarantee 270 students we could take an extra class for one year, but if 15 students declined their place this would not be efficient		

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	- The expansion of Downlands depends on County 2. We do nothing, which is not an option 3. Change catchment - This would mean less students would be in catchment, but we are a community school and as such Ditchling in East Sussex is part of that community and we are their nearest secondary school 4. Expansion of Downlands - This would have to be sustainable into the future SH joined the meeting - A recent article in the local press mentioned the developer has agreed to the expansion of Downlands and has set aside money for this to happen. - The developer has given £600k for the local infrastructure - If the expansion of Downlands does not go ahead we will not see that money - County are against us increasing our PAN to over 240 in the short term - We do not want children in catchment turned away from Downlands, but every solution has issues related to it Q What are the numbers coming forward from the new school in the Northern Arc? County are proposing a 4 form entry - MWI queried this and was told the numbers coming through are less than expected in years - Developers promise various things and add pressure on local communities - CB said developers are made fully aware of any conditions and pay what LA says they have to. It is the LA choosing not to allocate the money correctly - MWI and DH require an urgent meeting with Graham Olway - Governors to send in their concerns to DH ahead of the meeting - SH suggested to copy in the current Cabinet member in any correspondence - EB to contact Graham Olway's office to arrange a Teams meeting for initial meeting with MWI/DH	EB	
6	New School Development Plan (SDP) A copy of the SDP was circulated prior to the meeting and is filed with the minutes. - Launch SDP from September 2021 with new model - One page portrayal of bigger picture which is easy to use for Governors including KPI's - SDP based on our shared values - Hyphenated terms will ultimately link to explanations - Aspire to be based on our core values of being a kind, successful community - We will achieve this by delivering on our vision and continuing to improve the school		

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	• Q Could inclusion be added, because the school work hard to be inclusive and enrich provision for everyone? Yes, MWI will add to 'Our Values' • Q Would MWI consider changing the word caring to kind? SLT had a debate about the use of kind or caring and they preferred kind • Q Could kindness and inclusion be put in the middle row under 'care'? MWI agrees with this • MWI will come back with the hyperlink version to show the bigger picture • Q Is the SDP a 3 or 5 year plan? 3 year plan • Q Does there need to be a recovery from Covid built into SDP? School will recover by continuing to teach students really well • Governor Development Plan (GDP) also needs to be looked at • Please can governors look at the GDP and let DH know of any changes • GDP needs to in place for September to run alongside the SDP • Governors agreed unanimously to accept the new SDP		
7	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 brilliant and are working hard. They are still in year group 'bubbles'. Staff • Staff have coped really well and are still moving from class to class each lesson • Parents/Carers of 1100 students gave their consent for their children to have lateral flow tests in school before their return on 8 March • Two students tested positive before the return to school and had to self-isolate for 10 days • All students whose parents/carers gave consent received three LFT in school. They have now been given LFT kits to test twice weekly at home GCSE Grades 2021 • First Assessment window has started this week for Year 11 students • Assessments are conducted in class and last 40 minutes • Second Assessment window is towards the end of half term • Final grades are to be submitted to exam boards by 18 June • To allow staff time to moderate and standardise the assessments we are having two early closure days, Monday 26 April and Monday 24 May • School will be closed to those students in years 7-10 on Monday 7 June for faculties to moderate and award final grades		

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	• This allows leadership 10 days for quality assurance School Organisation • Students continue to wear face coverings at all times unless eating or outside • Year groups are still in 'bubbles', but as we get nearer to 21 June MWI hoping the risk assessment can be relaxed and we can go back to some sort of normality • Students are now wearing summer uniform • Windows remain open so we encouraging them to still wear their school jumper and discouraging the wearing of coats • PE clubs and Duke of Edinburgh are beginning next week and will gradually increase the number of clubs and activities on offer • Those attending clubs are registered on EduLink and it is MWI hope that every student in school gets involved in a club or activity Recruitment • We have interviews for Head of PE/Dance, teachers of PE, Science and 2 i/c Maths plus an IT technician Number on Roll & Attendance • There are currently 1198 students on roll with 98.3% attendance School Places • Discussed under urgent matters Performance Management / Pay Progression • This will go ahead in the summer for those who are eligible • Staff continue to self-evaluate which is monitored by their Line Manager Federation • A group of four strong schools of unique ethos and character with a strong collaboration (Downlands, Sackville, Imberhorne and Oathall) • Government have created teaching hubs and we need to be involved in this • West Sussex teaching hub is in Surrey where they provide all professional training • Federation met today to research the next steps and see what we can offer in delivering training • MWI to report to Governors how to take forward Thank you • To all Governors for their continued support, which MWI is grateful for • Q Is there still catch up funding available for tutoring? We are focussing on Year 10 next, but unable to deliver at the moment. TA's will continue to deliver the intervention after school • Q Does Ofqual guidance ask you to moderate against last year's results? This is not part of the process and we will award grades on student's performance		
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	• Q Any results on summer school? MWI has had some thoughts and in principle it is a good idea but he does not want Downlands staff delivering it • Q If situated onsite will you need leadership in attendance? Not sure of the answer • Q Do you know the percentage of staff who have had their vaccine? No and we are not obliged to know • Governors would like their thanks passed on to staff MWI was thanked for his report		
8	Chair's Update • DH and CBr continue to meet with MWI fortnightly in school • DH has been asked by County to support Chair of Governors at Angmering • DH and CBr have had a Zoom meeting with the Chair and Vice Chair • They will keep the rest of the Governors updated • HW is now unable to make this meeting due to work commitments • DH has accepted HW resignation with immediate effect after this meeting • DH has thanked her personally for all she has done and the Governors second that • We have vacancies for two Parent Governors and letters will be sent to all parents/carers first thing tomorrow (Thursday) • If more than two parents come forward then it will go to an election • The votes are due back on Friday 21 May so the new Governors are in place for the second half of the summer term DH was thanked for her update		
9	Financial Update A summary financial report had been previously circulated. A copy is filed with the minutes. MWI reported by exception: Salary Costs • Figures show 91.66% through the year teaching staff budget is on track • One member of teaching staff is on maternity leave • Some support staff have left and we have not needed to reappoint • One Teaching Assistant is on maternity leave Capitation • Low, because students have not been in school • Most departments have plans to carry forward for next year's projects Premises Costs • Structural maintenance is not incurring as many costs • Utilities are normal because school has been open to students and staff all through lockdown Transport		

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	- Vehicles are not being used so costs are low Admin Costs - Exams have been paid for this year - Have invested in the TES Gold Package for recruitment. It is expensive but hope that it pays off in the calibre of teaching staff applying for school vacancies - Aim to spend marketing budget in updating photos around school and on a new prospectus Midday Meals - Supervision has increased since students return - We continued to provide Free School Meals when students were not in school Other Costs - SLA's spent - ICT has a slight overspend - CPD (Training) has been in-house so low Projects - Plan to erect a canopy next to the sports hall over the summer Capital Funds - DFCG to help pay for a catering pod so food can be served outside - Hardstanding to be installed near the amphitheatre so the area can be used all year - Hoping to install another food pod in the playground - These are all solutions to take pressure off the canteen and allow students to have more social spaces Thank you to MWI and SJ for all her hard work		
10	GB Meeting Dates POW meeting on 30 June 2021 starts at 14.15 because students are normally invited to attend		
11	Safeguarding - Trying to secure funding to support additional counselling in school - The counsellor comes into school on a Thursday and is only able to provide 6 sessions/week - There is a waiting list to see the counsellor - Graham Odlin (GO) attended a Hurstpierpoint Parish meeting and they donated £1k - GO is hoping to attend a Hassocks Parish Council meeting in the future to secure more funding Q JMc sent an email in relation to the national publicity regarding the verbal, psychological and physical abuse reported by girls in independent and other schools and asked whether any action needs to be taken in terms of procedures or curriculum at Downlands? RSHE Policy has been finalised and approved. - There has been one incident which was referred to the police and Multi-Agency Safeguarding Hub (MASH)		

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	- Students have completed two wellbeing surveys and nothing untoward came up - Students have staff in school they will talk to - This is an important issue that we take very seriously		
12	Policy Ratification i. Complaints Procedure - This is based on County model and there have been no changes - DH to check with GO the people listed have not changed - Governors unanimously agreed to re-adopt and review every 2 years ii. Serial and Unacceptable Complaints - There have been no changes - DH to include to be read in conjunction with the Complaints Procedure - Governors unanimously agreed to re-adopt and review every 2 years iii. Abusive Parents/Carers - The Schools response Section 3 on page 4. Q Can a small panel review the decision as opposed to the governing board each term? DH to amend to reviewed by panel of 3 Governors - Section 4 paragraph 3 – Q Should the sentence also be amended to panel of 3 Governors from the governing board? Yes and should also include the Chair of Governors in brackets Q Should the policy be read in conjunction with Complaints Policy? Yes, DH to amend - Governors unanimously agreed that once all amendments had been made to re-adopt iv. SEND (ratification only) - GO has updated people's names, which doesn't affect the policy - Governors unanimously agreed to ratify and the minor changes will be discussed at POW v. Discipline and Student Behaviour (ratification only) - Governors unanimously agreed to ratify	DH	
13	Items Arising from Committee Minutes In support of fundraising for future counselling and good to hear this has been successful		
14	Governor Monitoring Feedback - Please continue to email your link department while you are unable to visit - Governors had received CBr report after she met virtually with SENDCO and Deputy School Website Information - HW was tasked with looking at the website to make sure everything is up to date, which she completed at the end of last term - Looking for someone to monitor the website. There is a document to work through DSA		

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	• CH was unable to attend the last meeting but she did receive the minutes • Quiz raised £290 • Summer Fayre is planned for Saturday 26 June • Some Governors would like to run a stall – AK to investigate		
15	Any Other Business • There was none		
16	Date of next meeting • Wednesday 23 June 2021 at 15.15 in the Schering Suite • Meeting closed at 17.29		