

FULL GOVERNORS BOARD MEETING 2020/2021

Meeting Minutes			
Date	Wednesday 23 June 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
Sophia Hunnisett	SHu		
ALL GOVERNORS ATTENDED THE MEETING REMOTELY			

	Agenda	Led by
1	Welcome and Apologies for Absence	Chair
2	Declaration of Interest	Chair
3	Election of Chair and Vice Chair	Clerk
4	Minutes of Last Meeting – 21.4.2021	Chair
5	Matters Arising	Chair
6	Urgent Matters – September 2022 and 2023 Intake	MWI
7	Federation Update	MWI
8	Risk Assessment	MWI
9	Headteacher's Report	MWI
10	Chair's Update	Chair
11	Ratification of School Budget/Finance Update	MWI
12	Safeguarding Update	Chair
13	Governor Development Plan	Chair
14	Committee Memberships: i. Membership of POW, FAB and SLL ii. Election of Chair and Vice Chair iii. Approval of Terms of Reference	Chair
15	Departmental Links Link Governors, SEND, Health and Safety, Pupil Premium/Inclusion, Safeguarding, County Link Governor and DSA Link Governor	Chair
16	Policy Reviews: i. Behaviour at Work* ii. Children with Health Needs* iii. Complaints and Allegations Against Staff * iv. Provider Access* v. Standards and Conduct of Staff Policy* vi. Governor Monitoring/Visits vii. Governor Allowances *Ratification only	Chair
17	Timeline & Committee Cycle of Business	Chair
18	Chairs of Committee Reports	Chair

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19	Governor Monitoring Feedback, School Website Information, Link Activities, DSA	Chair
20	AOB	Chair
21	Date of next meeting	Chair

Item no.	Discussion	Action	Due Date
1	Welcome and Apologies for Absence - Welcome SHu to her first FGB meeting - SHu arrived late to the meeting		
2	Declaration of Interest There were none		
3	Election of Chair and Vice Chair The Clerk took the chair The meeting was reminded the agreed method of electing the Chair and Vice Chair was a Governor wishing to stand to nominate themselves before the meeting. No seconder is required - Chair - Di Hunt was the only nomination and was therefore elected unopposed to serve as Chair of Governors for one year 2021/2022 - Vice Chair - Clare Brittain was the only nomination and was therefore elected unopposed to serve as Vice Chair of Governors for one year 2021/2022		
4 & 5	Minutes of Last Meetings & Matters Arising – 21.4.2021 Item 11 Safeguarding - 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 - MWI has looked at the report and recommendations for school leaders. - School are in a good position in terms of what is already in place and have a strong RSHE curriculum - Ofsted will roll out more training and amend inspection handbook next term - Governors were happy with MWI response The minutes of the last meeting held on 21 April 2021 was agreed to be a correct record and will be signed electronically by the Chair		
6	Urgent Matters MWI shared a PowerPoint Schools PAN is 240 students a year, but there were 252 in catchment for September 2021		

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	• This caused initial upset because some students from Poynings and Fulking, who are within catchment, did not receive a place and were given schools further away • Fortunately, those students now have a place at Downlands for September 2021 • Moving forward there are 1100 new homes being built in the Hassocks area and County predict the number of students requiring a place to increase until 2024 • Secondary projections do not include Ditchling, which could add another 20 children to this number • House building on the Northern Arc will continue until 2030 and County plans for a new secondary school there is due for completion in 2024 • WSCC have sent a letter today to Headteacher's about a public consultation on the Northern Arc new school • MWI and DH had a virtual meeting with County • County would like Downlands to take an extra class (from 8 to 9 forms) for 2 years from 2022 • MWI said the issues moving to 9 forms would be lack of rooms for Science and Computing • School may be able to access some Section 106 money, which builders provide to help support the local infrastructure • MWI and DH have another meeting, in school, with County next week SHu joined the meeting • Q Are County providing a school or academy in the Northern Arc? County build the school and then go out to tender • Q Have County got the money to build the new school? A lot will come from Section 106 money • Q How will the catchment area work and will children north of Hassocks be affected? Changes to catchment areas are unpopular and County do not want this • Q The school has been short of facilities for a number of years. What effects on staff and the learning provision will an extra form have? MWI will do the right thing for the community (staff and students) and he is confident the timetable will work for an extra class • Q Will this include anything to do with planning and is 9 form entry or expansion a good idea? Planning takes a long time and we would need a new build by September 2022, so will look at remodelling existing building if we can • Q Obviously we are a community school and that community is expanding, but what impact will those 5 years have on the students and is there another option than to take an extra form? It was suggested asking County to look at different options possibly at other local schools, but MWI is aware other schools have taken bulge classes • Governors felt voting on a bulge class at this stage would not be appropriate without clarification from County about options		
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	available and how school will be supported financially if it goes ahead • School provide a high standard of provision and if staff have the added pressure standards may slip if not supported by County • MWI said teachers workload will not increase and school may have to increase number of staff to accept the bulge class • Q How do we move forward? Governors agreed to wait for MWI and DH to have meeting with County next week and depending what response they give will depend how we move forward • Governors to continue to monitor their school emails in case DH has to send an urgent email asking for approval to accept a bulge class, because we would rather not leave a decision to the Autumn term • In response to a question about Downlands at a recent webinar the developer Taylor Wimpey made public they had allocated £1.8m Section 106 money • The money is there to counteract the impact of the development and County ultimately decide where Section 106 money is spent not the developer • Governors are far from convinced that school has the capacity to take an extra class and before agreeing require a guarantee from County of what they will provide in the way of a plan and financial assessment • Q Can County enforce school to take a bulge class? MWI does not think so, but he also does not want members of our community missing out on a local school place		
7	Federation Update MWI shared a PowerPoint, which is filed with the minutes • Federation consists of four schools (Downlands, Imberhorne, Oathall and Sackville) • This has been a successful collaboration so far and provided each school with a lot of support • Involve Chair of Governors in a steering group with a meeting once a term • Early days for Governor involvement and this will progress over time • New teaching school hub for West Sussex which is providing cpd and support for Early Career Teacher (ECT) as well as training for Middle Leaders and Senior Leaders • Also aiming for successful collaboration with Primary Schools • Next steps are self-evaluation of the four schools, so we can come together to look at the common theme • Federation Development Plan is all based on evidence and the research will show what is best for the schools • Federation is working well and enables each school to retain its unique character so don't have to go down Multi Academy Trust (MAT) route		

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	• Q Are you looking at a potential Federation with local primaries and can you have both? Two schools already do. MWI feels it would be useful to have more collaboration with Primary as they may benefit from services and support • AR said it looks positive for development and she is happy to provide any support needed • This to become a permanent agenda item at FGB so MWI can update Governors on the progress		
8	Risk Assessment • A Year 7 student tested positive on Sunday but symptoms started on Friday • Although they were absent from school on Friday we had to contact trace from 48 hours before the symptoms started • As a consequence 53 students were sent home to self-isolate • Fifty Year 10 students have been sent home today to self-isolate • These two cases are not connected, but the new variant appears more transmissible and although not ideal to send students home it is safer to remove them so virus does not spread • It has been decided today to reintroduce the wearing of face coverings as students move around school and in social areas • Premises Officer to update the Risk Assessment to reflect the change • Year 10 exams start next week and those students self-isolating will be sitting them at home through Teams • Q Are staff still going around school and students stay in the classroom? Since half-term a one-way system has been implemented in school. If a different year group has used the classroom before them the students clean their work station before commencing the lesson • Q With the rise in cases will you go back to students staying put in a class? No, because that system was not fair on staff • Q Gavin Williamson has spoken about the GCSE's in 2022 being modified in some way. Have you heard anything? Year 10 have had a significant amount of teaching and learning disrupted. If there is going to be a change it needs to happen soon so staff know what they are teaching Year 11 in September • Risk Assessment updated on website and emailed to all Governors	EB	
9	Headteacher's Report A copy of the Headteacher's report was circulated prior to the meeting and is filed with the minutes. Students • They have been great since their return on 8 March Staff • They have been wonderful and we are fortunate to work with such a committed team	DH	

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	- DH to send an email to all staff at the end of term thanking them for their hard work during the last challenging academic year GCSE Grades 2021 - All grades have been submitted to exam boards - SLT spent a day checking every single grade to ensure they were fair based on evidence - Small sample of students English and Spanish work has been sent to exam boards - Results day is Thursday 12 August - Parents/Carers are able to appeal grades given from 12 August - They have to complete a form and return to the school Events - Several events have been postponed - Summer Fayre will take place early September - Year 11 Prom is now Friday 3 September - Sports Day will be on 20 July - Year 6 Transition Day is now scheduled for Wednesday 21 July All of the above still depend on restrictions being lifted - Year 6 Parents Evening will be a live Teams event on Thursday 8 July - End of year staff 'do' has been cancelled School Organisation - Clubs and activities have resumed and students remain in their year groups for these - Some changes that have been implemented within school due to Covid-19 will be kept - Tutor groups will remain in their year group bubbles - Timings of the school day will be discussed with staff Recruitment - Continuing with TES Gold Package - We have appointed a Schools Direct candidate for the Art teacher post - Currently advertising for the following vacancies: IT Technician PA to SLT Senior Science Technician Teaching Assistant - As part of schools response to the post pandemic there is an internal advert for Head of Character Education - Linked to the ECF we are also appointing three Teaching and Learning coaches. These are 2 year temporary appointments School Places		
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	- See Item 6 Urgent Matters Performance Management / Pay Progression - Deputy Headteacher developed self-evaluation for appraisal - This is to be completed by teaching staff before the Pay Committee meet on 6 July Federation - See Item 7 Federation Update Year 10 Exams - Begin Monday 28 June for 2 weeks September - Thursday 2 September is an inset day - Friday 3 September is a training day - SLT Planning Day scheduled for Friday 9 July Consultation Evening - Year 7 consultation evening is being held virtually tomorrow - Parents/Carers are given 5 minute slots via Teams to meet with their child's teacher - There is to be a discussion with staff on whether we continue with this model in the future Thank you - To all Governors for being brilliant and supportive in these challenging times Q Staff put in a huge amount of extra work grading GCSE's on top of their day jobs. Do you know what refund you will be receiving from the exam boards and what plans you have to allocate that money? I expect we will know the amount over summer. The money will be used for projects to help the school community MWI was thanked for his reports		
10	Chair's Update - Thank you to all those who returned their skills audit - Please let JMc know any Governor training you undertake - SDP is a work in progress and a full discussion will be had at the October FGB meeting - Ofsted training will be in-house next academic year - DH and CBr are meeting with Eva Field, new parent Governor, on 7 July. She will join the Governing Board in September - Please get back to DH asap regarding your availability for the Stage 2 Complaint and she will put a panel together - DH hoping to arrange an informal Governor meeting at school in September DH was thanked for her update		
11	Ratification of School Budget and Financial Update A summary financial report had been previously circulated. A copy is filed with the minutes.		

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	MWI reported by exception: - County advise 3% pay rise for teachers - If the increase does not happen the money will be put in projects - Governors unanimously agreed to ratify		
12	Safeguarding Nothing to report		
13	Governor Development Plan Governors unanimously agreed to adopt for the next 3 years		
14	Committee Membership: Governors had previously been consulted as to whether they were happy to serve on the committee(s) they are currently members of or wished to transfer. i. Membership of POW, FAB and SLL a. POW - No change b. FAB - Following HW retirement from the Governing Board there was a Vice Chair vacancy - JMc has agreed to be Vice Chair for one year - SHu has joined the committee and attended her first meeting c. SLL - SH has left the committee ii. Election of Chair and Vice Chair The following positions were agreed for 2021/2022 a. Challenge and Development Group Chair – D Hunt b. Finance and Buildings Committee Chair – C Brace Vice Chair – J McMahon c. Pupil Outcomes and Wellbeing Committee Chair – A Kennedy Vice Chair – C Harvey d. Staff, Learning and Leadership Committee Chair – J Ward Vice Chair – J McMahon iii. Approval of Terms and Reference - It was agreed the terms of reference for the Challenge and Development Group, the Finance and Buildings Committee, the Pupil Outcomes and Wellbeing Committee and the Staff, Learning and Leadership Committee all be readopted for 2021/2022		
15	Department Links		

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	Governors had previously been consulted as to whether they were content to continue in their current link roles or wished to transfer. The following links were agreed for 2021/2022 <table><tr><th>Department</th><th>Governor</th></tr><tr><td>Creative Arts</td><td>Eva Field</td></tr><tr><td>Humanities</td><td>Clare Brittain</td></tr><tr><td>Science</td><td>Tom Freestone</td></tr><tr><td>MFL</td><td>Cecilia Harvey</td></tr><tr><td>PE and Dance</td><td>Jim McMahon</td></tr><tr><td>Technology</td><td>Judith Ward</td></tr><tr><td>Computing</td><td>Kate Kenny</td></tr><tr><td>English</td><td>Clem Leneghan</td></tr><tr><td>Mathematics</td><td>Sophia Hunnisett</td></tr><tr><td>SEND</td><td>Clare Brittain</td></tr><tr><td>H&S</td><td>Colin Brace</td></tr><tr><td>Safeguarding</td><td>Sue Hatton</td></tr><tr><td>Pupil Premium</td><td>Di Hunt</td></tr><tr><td>/Inclusion</td><td></td></tr><tr><td>Link Training</td><td>Jim McMahon</td></tr><tr><td>Cultural/Community/</td><td>Anra Kennedy</td></tr><tr><td>Character Education</td><td></td></tr><tr><td>DSA Link Governor</td><td>Cecilia Harvey</td></tr><tr><td>Website Information</td><td>Judith Ward</td></tr></table>	Department	Governor	Creative Arts	Eva Field	Humanities	Clare Brittain	Science	Tom Freestone	MFL	Cecilia Harvey	PE and Dance	Jim McMahon	Technology	Judith Ward	Computing	Kate Kenny	English	Clem Leneghan	Mathematics	Sophia Hunnisett	SEND	Clare Brittain	H&S	Colin Brace	Safeguarding	Sue Hatton	Pupil Premium	Di Hunt	/Inclusion		Link Training	Jim McMahon	Cultural/Community/	Anra Kennedy	Character Education		DSA Link Governor	Cecilia Harvey	Website Information	Judith Ward		
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16	Policy Reviews: i. Behaviour at Work* • Q Policy sets out behaviour of staff, but what about permanent contractors onsite or is this raised somewhere else? Model County policy so unable to change wording. Policy refers to the expected standards of everyone in the work place, so would cover any employee at work • Governors unanimously agreed to ratify ii. Children with Health Needs* • This is a new policy, which POW Committee agreed to adopt • Governors unanimously agreed to ratify iii. Complaints and Allegations Against Staff * • This is a County model policy • Governors unanimously agreed to ratify iv. Provider Access* • Governors unanimously agreed to ratify v. Standards and Conduct of Staff Policy* • Governors unanimously agreed to ratify vi. Governor Monitoring/Visits • Governors to familiarise themselves with the questions they could be asking on a visit to their link department • Governors unanimously agreed to readopt																																										

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	vii. Governor Allowances • Mentioned Appendix 2 in the last sentence in 'Overview', but there is no Appendix 2 • DH to remove those words • Governors unanimously agreed, once amendments had been made, to readopt *Ratification only	DH	
17	Timeline & Committee Cycle of Business A draft copy of the Timeline and Committees' Cycle of Business had been previously circulated. A copy is filed with the minutes • DH has updated policies on the timeline and put them in alphabetical order • Also lists what Chairs of committees need to include on every meeting agenda, so please reference so nothing gets missed • DH to update front page with the changes made above and resend	DH	
18	Chairs of Committee Reports • There were none		
19	Governor Monitoring Feedback, School Website Information, Link Activities, DSA School Website Information • No new information DSA • No update from DSA as they were concentrating on the summer fayre which has been postponed until early September Link Activities • DH and TF had a very good meeting with Head of Science in school • Please let JMc know any courses you attend • CH has made contact with Head of MFL and she was impressed with how students conducted themselves during recent assessments • MFL have an NQT starting in September • Each Governor to touch base with their link department before the end of term to say thank you and wish them a restful summer		
20	Any Other Business • POW meeting next Wednesday 30 June to start at 3pm, because the Head/Deputy Head prefects are giving a presentation • Last FGB meeting of the term, so thank you to all staff, SLT and MWI for his leadership in a difficult year • MWI, DH and SHu met after this meeting to discuss item 5 Safeguarding as SHu had missed the presentation		
21	Date of next meeting		

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	• Wednesday 6 October 2021 at 16.00 in the PPA Room following Governor/Staff Social in the Schering Suite at 15.15 • Meeting closed at 17.22		
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