

FULL GOVERNORS BOARD MEETING 2021/2022

Meeting Minutes			
Date	Wednesday 22 June 2022	Time and Location	15.30 STEM Suite
Attendees	Initials	Attendees	Initials
Di Hunt (Chair)	DH	Kate Kenny	KK
Clare Brittain (Vice Chair)	CBr	Jim McMahon	JMc
Judith Ward	JW	John Godley	JG
Anra Kennedy	AK	Tom Freestone	TF
Colin Brace	CB	Clem Leneghan	CL
Mark Wignall	MWI	Simon Adams for Item 7	SA
Amanda Reid	AR	Emma Bates (Clerk)	EB
Eva Field	EF		

Apologies	Initials
Sue Hatton	SH
Sophia Hunnisett	SHu

	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	Chair
5	Matters Arising	Chair
6	Urgent Matters	MWI
7	Curriculum Presentation	SA
8	Federation Update	MWI
9	Headteacher's Report	MWI
10	Chair's Update	Chair
11	Ratification of School Budget/Finance Update	MWI
12	Safeguarding	Chair
13	Committee Memberships: i. Membership of POW, FAB and SLL ii. Election of Chair and Vice Chair iii. Approval of Terms of Reference	Chair
14	Link Roles: Link Governors to Departments: Lead Governors: SEND, Safeguarding, Disadvantaged & Inclusion, Curriculum Other Links: Health and Safety, County Link Governor, Educational Visits Coordinator (EVC), Careers and Downlands School Association (DSA)	Chair
15	Policy Reviews: i. Behaviour at Work* ii. Children with Health Needs* iii. Standards and Conduct of Staff Policy* iv. Governor Monitoring/Visits v. Governor Allowances *Ratification only	Chair

FULL GOVERNORS BOARD MEETING 2021/2022

16	Working Timeline & Committee Cycle of Business	Chair
17	Chairs of Committee Reports	Chair
18	Governor Monitoring Feedback, School Website Information	Chair
19	AOB	Chair
20	Dates of Future Meetings	Chair

Item no.	Discussion	Action	Due Date
1	Welcome and Apologies for Absence - Apologies were received from SH and SHu - Apologies from AR and AK for leaving the meeting early - Apologies from EF for arriving late to the meeting - Welcome to SA for Item 7		
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 - There was no nomination for Chair received but Di Hunt was elected unopposed to serve as Chair of Governors for one-year 2022/2023 - Vice Chair - There was no nomination for Vice Chair received but Clare Brittain was elected unopposed to serve as Vice Chair of Governors for one-year 2022/2023 EF joined the meeting		
7	Item 7 was taken at this point and is minuted below		
4 & 5	Minutes of Last Meetings & Matters Arising – 27.4.2022 Item 4 & 5 - Item 14 Policy Reviews - JC has received the GDPR Audit - The report mentioned the school has too many policies on its website - This is a work in progress to reduce the number we have Item 8 Bulge Class/Building Work Update - DH wrote several times to County and the matter is still ongoing Item 9 Parent View – Ofsted - MWI to send the survey again next year to parents/carers - Claire Davies, Assistant Headteacher, is working on a staff survey which will be sent out this term Item 11 Chairs Update - DH has cancelled the Zoom account		

FULL GOVERNORS BOARD MEETING 2021/2022

	Item 12 Financial Update - MWI has checked and it is not feasible to install a ground source heat pump Item 17 Governor Monitoring Feedback, School Website Info etc - Out of date content on the school's website has been removed The minutes of the last meeting held on 27 April 2022 was agreed to be a correct record and will be signed by the Chair		
6	Urgent Matters - School along with WSCC are moving from SIMS to Bromcom - In order to avoid the commitment to a three-year contract with ESS SIMS (at the same time as having a contract with BROMCOM), ESS offered an option for a 6-month break clause - Unfortunately, this was not completed properly and we are now in dispute with ESS - This could cost the school £12k/year for the next 3 years, but we are working with West Sussex Legal Services to resolve the matter - MWI will keep Governors informed of the outcome		
7	Curriculum Presentation SA spoke to a powerpoint presentation. A copy is filed with the minutes - New Ofsted framework is challenging - It is about the curriculum that is being taught and the 'Quality of Education' - Quality of Education is about Behaviour and attitudes, Personal Development plus Leadership and Management - Quality of Education focusses on three things: Intent is the aim of the curriculum and how ambitious it is Implementation is how well thought through the curriculum is and does it achieve the intent Impact is about how the curriculum has achieved its aims - A plan has been put in place so by September all Heads of Teaching & Learning (HOTLs) are trained in curriculum design, audited and considered their current curriculum and constructed a curriculum implementation plan - Intent is important and every faculty intent statement feed into the whole school intent - Intent Statement has been rewritten around four things: Ambition, Equity, Coherence and Pedagogy - Ambition relates to character development, leadership and skills beyond KS4 - Equity is about all students having the same opportunities regardless of their background - Coherence looks at building partnerships with local Primary Schools and colleges - Pedagogy looks at cognitive science and how the brain works		

FULL GOVERNORS BOARD MEETING 2021/2022

	- We are building partnerships with The Windmills and one of our English teachers is visiting the Primary school to understand what pupils learn in KS2 before joining us in KS3 - SLT Planning Day focussed on Intent and the understanding of roles within SLT - Middle Leaders Conference last Friday was aimed at building a successful curriculum next year - Next steps are to construct an implementation plan Q How much work with the Federation schools will you do on this? Each school's curriculum is different, but I am sure we will share ideas Q Is the curriculum intent structure the same for all departments? Departments have different points, but the key message is similar. Q What about teacher workload? Development time is given back to departments to begin to build and develop their curriculum Q With regards to exams, we assume you will still take the content into account? Yes, we will continue to follow exam content Q How will you share this information with parents/carers? Still to be decided, but curriculum maps to go on website in future Q With additional work will you require more staffing? No Q Broad and balanced curriculum is a traditional at Downlands. Will you need to restructure the way the curriculum is delivered? We don't think so Q New curriculum written in the current structure? Yes Q You mention equity across the curriculum pathway for different abilities at KS4. How is this judged if you are not offering to everyone? It is about being ambitious for everyone. Foundation Pathway offers Foundation Learning, which is ambitious for all those learners - Ofsted want to see a school is offering EBACC, which we do SA was thanked for his presentation and left the meeting		
8	Federation Update - Meeting with Federation Heads and Chair of Governors next week at Downlands - Federation Heads meet regularly - Successful joint inset day was held on Monday 20 June where faculties went to each other's school for the day. Feedback has been positive - Middle Leader courses continue - Collaborating on issues with Bromcom - External reviews are planned at each Federation school in the coming week. Each school has chosen a subject to focus on - Four Chair of Governors are hoping to meet on 4 July to discuss how to move forward with Federation - Any relevant questions for this meeting to DH		

FULL GOVERNORS BOARD MEETING 2021/2022

9	Headteacher's Report A copy of the Headteacher's report was circulated prior to the meeting and is filed with the minutes. Covid • Appear to be experiencing another wave as three teachers were absent last week Attendance • Latest Ofsted report puts us in the top 20% for both attendance and persistent absence in the country Catch Up Funding • Funding for recovery is stopping • We will look at ways to fund the three temporary Learning Mentors so they can continue GCSE Examinations • These have gone well • There was one student with covid, but exam Paper 1 and Paper 2 were far enough apart that they were able to sit one of the papers • Q More anxiety than in previous years? Yes, but they coped well and no issues reported • Q Any other absence or students skipping exams? We have a team who collect students from their home if they do not show up for exams Year 11 • Leavers assembly took place on 25 May, after which they went on study leave • GCSE exams finish Thursday 23 June • Prom is at Pangdean on Friday 1 July September 2022 • All students in catchment have a place at Downlands • Seven Ukrainian students are now on roll and we have gone over Pupil Admission Number (PAN) to admit them, but this is not going to disadvantage local families who move into the area • Q Any support from County? County have been slow to react • Q Any language or therapeutic support? Not yet, students use a translation app in class • South Downs Refugee Project through Community Sponsorship has been able to welcome a refugee family into the area under the Government's Community Sponsorship scheme. • A Sudanese refugee family are moving into Hassocks and we have agreed to take their child in September Building Works • MWI has been talking to West Sussex since February 2021 • Viability study was carried out in January 2022 and presented in May 2022 • MWI, DH and CB along with Kirsty Lord have a meeting in Chichester with WSCC on Thursday 23 June to accelerate the process		
---	--	--	--

FULL GOVERNORS BOARD MEETING 2021/2022

	- Governing Board have only accepted a bulge class in September 2022 Northern Arc School - MWI has been informed this will not be completed by 2024 Q How full are other years? All full - MWI spoke to admissions today, because we have gone over PAN due to refugees but West Sussex agreed we could go over Q Do they give you accurate numbers? Forecast but hidden by building work going on locally - As a Governing Board we have not accepted a bulge class for 2023 Curriculum - A successful Head of Faculty (HOF) day was held at Ridgeview last Friday Assistant Headteacher (Teaching & Learning) - Ellie Dickinson from Tanbridge has been appointed and will start in September - She attended the SLT Planning Day Federation - Report in Item 8 Recruitment Q Are you fully staffed for September? Short of one cover supervisor Q Do staff receive a leaving interview and is staff satisfaction recorded? Every member of staff has a leaving interview but this is not recorded Art Exhibition - Please come along Thursday 23 June and enjoy the amazing quality of work of the students Q If Governors do attend do they identify themselves to other people? No need to wear your lanyard. Lovely occasion to chat to people Summer Fayre - Saturday 26 June - Thank you to AK for organising the Governor Wheel of Fortune Year 6 Intake Day - Takes place on Wednesday 6 July Sports Day - All students will take part in this on Friday 15 July Performance Management/Pay Progression - Teaching staff are reviewing their performance this year - Pay Committee will meet on Monday 18 July Q Any information about industrial action by teaching staff? - Only what has been said in the news Thank you - To all Governors for your support MWI was thanked for his report		
--	---	--	--

FULL GOVERNORS BOARD MEETING 2021/2022

10	Chair's Update • Following strategy meeting GDP needs updating • All welcome to join DH/CBr to update so there is a GDP in place for September • JW volunteered • Following succession planning meeting, once CBr has put together the notes, feedback will be shared and a decision made on the best way forward • From September 2023 the Government thought it would be a good idea to lengthen the school day to 32.5 hours/week. This is being looked at • A new staff Governor vacancy is being advertised to replace AR • New parent's intake evening on Thursday 7 July. EF to join DH • All Governors are members of The Key. Please log on to the Governor hub, where there is a lot of useful information • Please sign Rob Davies and Nicky Childs cards. They are both retiring after many years at Downlands • Vacancy for new Clerk to Governors is still being advertised on the school's website, social media and Hassocks Life magazine. Please let DH know of anyone who may be interested. 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. MWI reported by exception: • FAB Committee went through the new budget • Gas is fixed until September 2023 • Electricity is set to increase by £65k • Reserves covers inflation and future pay rises • £250k of projects into accumulating fund towards Science lab refurbishment • Teaching staff may receive a 2% pay rise next year but we are not sure if it will be awarded • SH sent an email to DH with the following questions: • Q Prices for gas and electricity - are the fixed price figures still OK with the recent hike nationally (as electricity only fixed to 30/9/22 but gas to 30/9/23)? Yes, discussed at FAB on 18 May • Q Covid costs: allocated £5K but spent £20K + are we going to cope? Yes • Q Are 'General Rates' what we call Business Rates? Freedom Leisure claim back • Q Notice Casual Supply much higher (understandably) - again are we going to keep out of the red? Yes, contingency £120k surplus • Governors unanimously agreed to ratify next year's budget		

FULL GOVERNORS BOARD MEETING 2021/2022

	Thank you to the Business Manager for the hard work putting the budget together		
12	Safeguarding • WSCC Safeguarding Audit carried out last week • Some things were highlighted but on the whole verbal feedback was positive • One Governor to be linked to Relationships, Sex and Health Education (RHSE) and Personal Development Curriculum (PDC) • Q Will the full report go to the sub-committee? No, the report will be presented at FGB • Q Will parents/carers see a copy of the report? No the report is an internal document only and not to be shared with parents/carers		
13	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 • JW to become Chair • CL to become Vice Chair • AR leaves the committee b. FAB • CB to continue as Chair • New Vice Chair to be in place by December when JMc retires • JG has joined the committee and attended his first meeting c. SLL • AK to become Chair • New Vice Chair to be in place by December when JMc retires • AR and RD leave the committee ii. Election of Chair and Vice Chair The following positions were agreed for 2022/2023 a. Challenge and Development Group Chair – D Hunt b. Finance and Buildings Committee Chair – C Brace Vice Chair – J McMahon until December c. Pupil Outcomes and Wellbeing Committee Chair – J Ward Vice Chair – C Leneghan d. Staff, Learning and Leadership Committee Chair – A Kennedy Vice Chair – J McMahon until December 17.10 AR left the meeting and was thanked for her time as a Governor		

FULL GOVERNORS BOARD MEETING 2021/2022

	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 require updating - Once amendments complete DH will send to Governors for readopting for 2022/2023																																														
14	Link Roles 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 2022/2023 <table><tr><td>Department</td><td>Governor</td></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>John Godley</td></tr><tr><td>MFL</td><td>Tom Freestone</td></tr><tr><td>PE and Dance</td><td>Jim McMahon until December</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>Curriculum</td><td>Anra Kennedy</td></tr><tr><td>SEND</td><td>Clare Brittain</td></tr><tr><td>H&S</td><td>Colin Brace</td></tr><tr><td>Safeguarding/RHSE</td><td>Sue Hatton</td></tr><tr><td>Disadvantaged</td><td></td></tr><tr><td>/Inclusion</td><td>Clem Leneghan</td></tr><tr><td>County Link Training</td><td>John Godley</td></tr><tr><td>Cultural/Community/</td><td></td></tr><tr><td>Character Education</td><td>Anra Kennedy</td></tr><tr><td>DSA Link Governor</td><td>Eva Field</td></tr><tr><td>EVC & Careers</td><td>Kate Kenny</td></tr><tr><td>Website Information</td><td>Judith Ward</td></tr></table> 17.16 AK left the meeting	Department	Governor	Creative Arts	Eva Field	Humanities	Clare Brittain	Science	John Godley	MFL	Tom Freestone	PE and Dance	Jim McMahon until December	Technology	Judith Ward	Computing	Kate Kenny	English	Clem Leneghan	Mathematics	Sophia Hunnisett	Curriculum	Anra Kennedy	SEND	Clare Brittain	H&S	Colin Brace	Safeguarding/RHSE	Sue Hatton	Disadvantaged		/Inclusion	Clem Leneghan	County Link Training	John Godley	Cultural/Community/		Character Education	Anra Kennedy	DSA Link Governor	Eva Field	EVC & Careers	Kate Kenny	Website Information	Judith Ward		
Department	Governor																																														
Creative Arts	Eva Field																																														
Humanities	Clare Brittain																																														
Science	John Godley																																														
MFL	Tom Freestone																																														
PE and Dance	Jim McMahon until December																																														
Technology	Judith Ward																																														
Computing	Kate Kenny																																														
English	Clem Leneghan																																														
Mathematics	Sophia Hunnisett																																														
Curriculum	Anra Kennedy																																														
SEND	Clare Brittain																																														
H&S	Colin Brace																																														
Safeguarding/RHSE	Sue Hatton																																														
Disadvantaged																																															
/Inclusion	Clem Leneghan																																														
County Link Training	John Godley																																														
Cultural/Community/																																															
Character Education	Anra Kennedy																																														
DSA Link Governor	Eva Field																																														
EVC & Careers	Kate Kenny																																														
Website Information	Judith Ward																																														
	Policy Reviews: Behaviour at Work* - Governors unanimously agreed to ratify ii. Children with Health Needs* - Governors unanimously agreed to ratify iii. Standards and Conduct of Staff Policy* - Governors unanimously agreed to ratify																																														

FULL GOVERNORS BOARD MEETING 2021/2022

	vi. Governor Monitoring/Visits - When visiting your department ask about Pupil Premium, Inclusion and SEND Q Have there been changes to the feedback form? Yes, the new form should be on the back of the policy - CBr to amend some of the questions to suggest ways of focussing on curriculum, both intent and impact and also include a question to ensure that inclusion is always one of the areas covered on visits - Any comments to CBr by 5 July - Governors unanimously agreed, after amendments were made, to readopt vii. Governor Allowances - There are no changes to the allowances - DH to delete the Downlands mileage rate and change to 'in accordance with WSCC' - Governors unanimously agreed to readopt *Ratification only		
16	Timeline & Committee Cycle of Business DH to update and send out for next academic year		
17	Chairs of Committee Reports There were none		
	Governor Monitoring Feedback, School Website Information, Link Activities, DSA Governor Monitoring Feedback - CBr visited the SEN lunch club in school and attended a Parents Forum - EF hopes to visit Creative Arts after the exhibition School Website Information - No new information since the last meeting DSA - Summer Fayre Saturday 26 June where the Governors are running the Wheel of Fortune		
19	Any Other Business None		
20	Date of next meeting - Wednesday 6 October 2022 at 15.30 in the PPA Room - Meeting closed at 17.33		