

Full Governing Board Meeting 2022/23

Meeting Minutes			
Date	Wednesday 5 July 2023	Time and Location	3.30 pm PPA Meeting Room
Attendees	Initials	Attendees	Initials
Di Hunt (Chair)	DH	Sue Hatton	SHa
Linda Anderson	LA	Sam Kashmiri	SK
Colin Brace	CB	Kimberley Nelson	KN
Clare Brittain	CBr	Lydia Paynter	LP
Richard Donovan	RD	Mark Wignall	MW
Eva Field	EF	Chris Karley (Clerk)	CK
John Godley	JG		

Apologies	Initials
Sophia Hunnisett	SHu
Mark Longley	ML
Diana Marsland	DM

	Agenda	Led by
1	Welcome and Apologies for Absence	Chair
2	Declaration of Interest	Chair
3	Election of Chair and Vice Chair	CK
4	Minutes of Last Meetings – 22 March 2023 & 24 May 2023	Chair
5	Matters Arising	Chair
6	Urgent Matters	Chair
7	Headteacher's Report	MW
8	Chair's Report	Chair
9	Budget Monitoring Update and School Budget Ratification	MW
10	Safeguarding & Child Protection Update	SHa
11	Agree Committee Membership - Membership of SLL, POW and FAB - Election of Chairs and Vice Chairs of Committees - Approval of Committees' Terms of Reference	Chair
12	Agree Link roles: - Link Governors to Departments - Lead Governors for SEND; Safeguarding; Disadvantage/Inclusion; and Curriculum. - Links for Health & Safety; County Training; Careers/EVC; Character/Community/Cultural; Website Information; and Downlands School Association.	Chair

Dianna M. Hunt

Full Governing Board Meeting 2022/23

13	Policy Reviews: • Behaviour at Work Policy (ratification only) • Children with Health Needs Policy (ratification only) • Complaints & Allegations Against Staff Policy (ratification only) • Provider Access Policy (ratification only) • Standards & Conduct of Staff (ratification only) • Governors' Allowances • Governors' Visits Policy	Chair
14	Review Governor Timeline	Chair
15	Chairs of Committee Reports – items arising from Committee minutes	CB
16	Reports: • Lead Governor visits • Link Governor visits • School website information • Governor training • DSA	Chair
17	AOB	Chair
18	Date of next meeting: • Governors' get-together on Wednesday 13 September at 18.30 • Wednesday 27 September 2023 at 16.00 (after Staff Social at 15.15)	Chair

Item no.	Discussion	Action	Due Date
	The meeting started at 3.30 p.m.		
1.	Welcome and Apologies for Absence • DH welcomed LA and LP as newly elected co-opted Governors, and KN as the newly elected parent Governor. • Apologies for absence were received from and accepted for SHu, ML and DM. An apology for delayed arrival was received from EF.		
2.	Declaration of Interest • None		
3.	Election of Chair and Vice Chair CK took the chair. • The meeting was reminded that the agreed method of electing the Chair and Vice Chair was that any Governor wishing to stand nominate themselves.		

Det

Full Governing Board Meeting 2022/23

	- Chair - No nomination was received but DH was elected unopposed to serve for one year. - Vice Chair - No nomination was received but CBr was elected unopposed to serve for one year. CBr noted that in accepting the role she did not intend to nominate herself as Chair in future years. DH took the chair.		
4.	Minutes of Last Meetings – 22 March 2023 & 24 May 2023 The minutes of the FGB meeting held on 22 March 2023 and the FGB strategy meeting held on 24 May 2023 were agreed as a correct record and were signed by the Chair.		
5.	Matters Arising Item 11 – Chair’s Report - DH had circulated the minutes of the School Council meeting. Item 12 - Policy reviews - DH had completed the amendments to the Complaints Procedure that had been agreed. Item 15 - Any other business - CK advised that all Governors had completed the Skills Audit for the 2022/23 school year. There were no matters arising from the note of the FGB strategy meeting held on 24 May 2023.		
6.	Urgent Matters None		
7.	Headteacher’s Report EF joined the meeting at 4.00 pm. - MW noted that the exams process had gone exceptionally well, highlighting the achievements of the Examinations Officer and Deputy Head, both of whom were new in these roles. - Year 10 exams had been fitted around GCSEs this year which was an added complication. They will be moved to just after Easter next year. - Attendance was running at 93% which is better than the national average but still below the school’s target. Initiatives are in place to restore attendance levels. - The school is very fortunate to have a full complement of teaching staff next year. Recruitment is a growing challenge with the need to attract more into the industry. <i>profession.</i>		

Full Governing Board Meeting 2022/23

	• Support staff are equally important. They are also balloting for strike action. Advertisements have gone out for TA roles and interviews take place next week. The RLC vacancy remains unfilled and the school is still short of three Cover Supervisors. • A new Site Manager has been recruited to replace Rob Anthony. He is an experienced hire from the infants' school. • Q - Will there be an overlap between RA and his successor? • Yes, RA leaves in the third week of August and his replacement has already agreed to come in once a week to start the handover. The school also aims to recruit a third Site Officer. • Q - Do teachers have an exit interview to find out why they are leaving? • Yes. While some are leaving the profession most are moving onwards or upwards to other teaching roles. The school's retention is better than others', and support staff retention is improving as a result of the new line management structure. • It remains difficult to manage the impact of industrial action with 55 staff being NEU members. Vulnerable students and one year group are invited in on strike days. There have been a few email complaints from parents but most understand the school's position. • The school has a full intake of 270 students for the 2023/24 school year with 60 on the waiting list, mostly from Burgess Hill. All students from the catchment area have a place. • There will be 60 students on the SEN Register, some with more profound needs. • Q - Is there any correlation with the issue of RLC recruitment? • This has no impact on SEN numbers. The school tends to have more as it is known to be inclusive. • Q - Is the number of SEN pupils mandated? • No, it reflects the numbers within the catchment area. Adopted pupils from outside the area also have the right to choose to attend the school. • The Federation has made its first appointment, an administrator who is a parent at Imberhorne School. This should improve communication between the schools. Collaboration continues to increase slowly, with a joint Inset day being held and a meeting of behaviour leads to compare strategies. • Uniform is an issue that tends to split parents. Policy is ultimately a FGB decision. The issue will be discussed at a Downlands Forum on 28 September. It was noted that around a third of those commenting on the recent petition were not parents. DH is speaking to the uniform suppliers regarding the cost. • Q - How will be Forum be run? • MW will set out the principles underpinning the policy, which the school will aim to enforce. It is a tricky subject to navigate. • Q - Could some aspects be made clearer, e.g. the temperature at which the policy is relaxed?		
--	--	--	--

Full Governing Board Meeting 2022/23

	• This will be considered. • Q - Is every parent invited to the Forum? • Yes. The discussions tend to be constructive. • Q - Could this be followed up with a survey that includes the pupils too? • The Forum provides an opportunity to consult with parents, and the decision is the responsibility of the school and Governors. • JG noted that the common areas of discussion by parents seem to be shorts for the boys, temperature thresholds, cost, and the permission needed to take of jumpers. • SK noted that while pupils would always be allowed to take off jumpers, to ask first is a sign of respect in the classroom which sets an appropriate tone. • It was agreed that a proper explanation of the reasons for the rules would be helpful. • Q - Is there a general process for gathering questions that parents would like to ask the school? • For pupils, Student Voice provides this. For parents, the tutor should be approached. • The ROCKS character development initiative is now embedded in almost everything that the school does. The roll-out of the Character Passport is next which establishes the activities that all students should do. The school will support the funding of these activities for low income households. • Building work on the new modular block starts on 10 July. Work on the toilet blocks will overrun to the end of September. • Q - Will the toilets be unisex? • Yes, and this will be explained to parents. • WSCC has not yet appointed a contractor for the new Science roof. • Due to the amount of work going on work on the heating in the gym and hall has been postponed until October. • Q - Will the presence of several different contractors on site at the same time be a problem? • Potentially, but the overall programme will be properly managed. • Q - Does WSCC have umbrella oversight of these works? • They oversee some as it is S106 funded, but not all. • The new school timings will come into effect in September with all lessons of equal one hour length. • Prom attendance was excellent, demonstrating a sense of belonging at the school. • Q - Will the Governors receive an events calendar, as previously requested? • DH has asked Jo Miles for the relevant dates, and it should be circulated in early September. • All parents' evenings will be face to face next year, and the aim is to have two Governors there too.		
--	--	--	--

Full Governing Board Meeting 2022/23

8.	Chair's Report • DH reported that a good relationship is developing with the Chairs at the other Federation schools. • A helpful meeting with the Hassocks Parish Council was held in May. • It has been a busy term for complaints but the Governors' involvement in these had now ended. • New Governors were reminded to read the whole of the new KCSIE publication, and others to familiarise themselves with the recent changes. WSCC is also due to publish a new safeguarding policy, which should be ready by September. • There will be WSCC updates to the Suspensions & Exclusions Policy next year, so the school's policy will need to be reviewed again. • DH had consulted WSCC on the process for reconstitution of the Governing Board to increase its membership, which had been suggested at the recent Strategy Meeting. The main thrust of WSCC's response was that a Board should be no bigger than it needs to be. There is a variety of Board structures and sizes in the Federation. It was agreed that a decision on whether to proceed should be held in abeyance until the new Governors and committee, link and lead roles had settled down. • DH had been approached by a potential Associate Governor with good experience in finance. It was agreed that this was an option that should be considered further and discussions with him should continue. DH expressed her thanks to CBr for the significant support that she provided as Vice Chair, which was also appreciated by the whole Governing Board.		
8.	Budget Monitoring update and School Budget ratification • MW reported that the school was within its overall budget for the 2022/23 financial year with a healthy £46k carried forward. • Teaching staff costs were slightly over budget but this included the unfunded pay increase. • Structural maintenance costs were over budget but this was the result of more work being done in-house which saved money overall. • A small surplus of income over expenditure is forecast for 2023/24. • A 4% pay increase for teaching staff has been budgeted but the outcome remains highly uncertain. Otherwise the budget generally reflects cost of living increases. • Q - Does the budget include continuing Benenden Health funding? • Yes, within the SDP budget. This would be the second of two years' agreed funding. Future funding will be reviewed in light of the number of days' absence saved, but it appears to be working well so far.		

Full Governing Board Meeting 2022/23

	○ DH would continue as Chair. ○ CBr would continue as Vice Chair. ○ The other members would continue to be the Chairs of the three other Committees plus MW. ● Reference to KPIs in the Terms of Reference should be deleted as this term was no longer used. ● The Terms of Reference were agreed. ● It was agreed that newly appointed members should be invited to the two remaining Committee meetings this term.	DH	19.07.23
		CK	07.07.23
12.	Link roles The following link roles were agreed for 2023/24: ● Lead Governors ○ Curriculum - Richard Donovan ○ Disadvantage/Inclusion -Eva Field ○ Safeguarding -Di Hunt ○ SEND - Clare Brittain ● Departmental Links ○ Computing - Richard Donovan ○ Creative Arts - Eva Field ○ English - Kimberley Nelson ○ Humanities - Clare Brittain ○ Mathematics - Sophia Hunnisett ○ MFL - Linda Anderson ○ PE and Dance - Lydia Paynter ○ RHSE - Sue Hatton ○ Science - John Godley ○ Technology - Diana Marsland ● Other Links ○ Careers/EVC - Mark Longley ○ Character/Community/ Cultural - Lydia Paynter ○ County /Training - John Godley ○ DSA - Kimberley Nelson ○ H&S - Colin Brace ○ Website - Diana Marsland ● CBr noted that new link Governors could join a more experienced Governor's visit to observe how the meetings work, and that courses are available for Lead Governors.		

DLH

Full Governing Board Meeting 2022/23

13.	Policy reviews • Behaviour at Work Policy ○ Q – The Policy seems to focus on misbehaviour more than the expected standard of positive behaviour - can a WSCC policy be amended? ○ No. ○ The Board agreed to ratify the Policy. • Children with Health Needs Policy ○ The Board agreed to ratify the Policy. • Complaints & Allegations Against Staff Policy ○ The Board agreed to ratify the Policy. • Provider Access Policy ○ It was noted that this Policy is due to be reviewed in October. • Standards & Conduct of Staff Policy ○ The Board agreed to ratify the Policy. • Governors' Allowances Policy ○ The Board agreed to adopt the Policy. • Governors' Visits Policy ○ The Board agreed to adopt the Policy.		
14.	Review Governor Timeline. • It was agreed that this need not be an agenda item in future years. • DH will update the Timeline ahead of the next school year.	DH/CK	31.08.23
15.	Chairs of Committee reports – items arising from Committee minutes • CB noted that the FAB Committee would meet next week. • He would also be attending site meetings regularly through the summer as building work progressed. • Q - Would it be helpful for JG to attend some of these as well? • Agreed.		
16.	Reports: Lead & Link Governor visits, School Website, Governor Training & DSA Visits • All reports received to date had been circulated to the Governors. • JG had undertaken a Science visit on 3 July and would send his report shortly. He had noted some improvements. • Judith Ward had raised a question before her term as a Governor expired on the use of Maths in Food Tech. This will be passed on to the new numeracy co-ordinator.		

Full

Full Governing Board Meeting 2022/23

	• EF and RD have visits to come. Training • JG reminded Governors to let him know when training courses are booked, with a copy to DH • A new four year training cycle starts this year. • Q - What is done with Governors' training records? • Ofsted will ask to see them to ensure that statutory training has been completed. • Training records on Governors' Hub are for personal use, not for the school. • Q - Can training records be put on Teams? • Agreed. • CBr and SH would give a brief update at the next FGB on their recent training. DSA • The School Fayre had been very successful. Tombola takings and donations had been slightly down.	CBr/SH	27.09.23
17.	Any Other Business • CBr agreed to attend the following day's meeting for the new pupil intake. Several other Governors plan to attend in their capacity as parents of new pupils. • CBr recorded her thanks to DH for the huge amount of work involved as Chair of Governors. This was also appreciated by the whole Governing Board. • Q - Will members of school staff know who their Governor links are? • Yes, DH will send the new list to Laura Bryant. SK will also raise this at the Academic Board.		
18.	Date of Next Meetings • It was agreed that the time of the Governors' get-together on Wednesday 13 September at The Bull in Ditchling would be brought forward to 6.30 p.m. • The Staff social at 3.15 p.m. on 27 September would be held in the STEM Suite. • The next FGB meeting would follow at 4.00 p.m. in the PPA Room. The meeting closed at 5.50 p.m.		

Butt