

Minutes of a Full Governing Board Meeting, held virtually via Microsoft Teams, on Wednesday 23<sup>rd</sup> September 2020 @ 5pm.

**Present:** Debbie Coslett (DC), Chair  
 Roger Lockwood (RL), Vice Chair  
 Patricia Smith (PS)  
 Su Harwood (SJH), left at 6.30pm  
 Jason Scott-Taggart (JST)  
 Hannah MacDonald (HM)  
 Owen Robinson (OR)  
 Claire Berry (CB)  
 Eleanor Wilkes (EW)  
 Anita Lawrence (AL)  
 David Sumner (DS)  
 Roger Salwey (RS)  
 Michelle Thompson (MT)  
 Justine Mountford (JM), Principal

**In Attendance:** Theo Richards (TR), Vice Principal  
 Liana Richards (LR), Vice Principal  
 James Cunningham (JC), Assistant Principal

**Minutes by:** Sarah Morgan (SM), Clerk to Governors

**Apologies:** Roy Blatchford (RB)

<u>No.</u>	<u>AGENDA ITEM</u>	<u>ACTION</u>
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The FGB meeting was held jointly with a Student Development meeting. The SD items were dealt with first, with the FGB items following.

**FGB Strategic & Priorities Items**

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| <b>8</b> | <p><b><u>Principal's Report – to include Safeguarding, SEND/DS, Admissions/Attendance/Behaviour &amp; Careers</u></b></p> <p>JM had circulated her detailed report and she highlighted the following:</p> <ul style="list-style-type: none"> <li>● The return to school had gone well with staggered return days and designated areas. The systems were working well</li> <li>● Students were not dropping much litter and were calm going into lessons</li> <li>● There was minimal disruption and behaviour had been fantastic with no detentions to date</li> <li>● Break and lunch had changed to two equal 35-minute brunch and lunch breaks</li> <li>● Marketing was going well with lots of hits on the website. 150 parents had attended Prospective Parents Evening last year but this year, 500+ parents had already viewed the speech on Facebook</li> <li>● Building work had been delayed over the summer due to asbestos and tarmac issues. Instead of a gradual take over during November and December, this would now take place all at once. JM was attending a meeting on Friday for an update</li> <li>● Year 7 currently had the lowest attendance but attendance would be an issue through the year as students self-isolated. 46 students were currently self-isolating with more out this week</li> <li>● There had been no exclusions</li> <li>● There had been a flurry of safeguarding issues in the first few days, mostly around anxiety and eating disorders. But there were good links with families</li> </ul> |  |
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	<p>SJH recognised the work that had gone into careers, by JC and Louise Ring, Careers Advisor, in particular, the news that LR was being trained up to Level 6 Careers Adviser status. Resources had been put in and students were receiving weekly careers input through 20-minute personal development time in the mornings. SJH was pleased with the careers content in the Curriculum Handbook and that this was being embedded throughout the school. It was noted that governors were not used enough, to give insight/talks/presentations to students and HM offered to do this, to start off.</p> <p><b>Q – How many had joined Year 7?</b> 124. JM would have liked more and another five could be accommodated. But the combined Year 7/8 recovery group was working well. However, the average class size in Year 8 was 32. DC had contacted County about casual admissions and it may be possible to request an admissions cap on the current Year 8</p> <p><b>Q – How many had joined Year 12?</b> 54, with a potential two more</p> <p><b>Q – Did you deliver a presentation to staff at the INSET, on expectations for the year, which could be shared?</b> There was a core message PowerPoint and JM would circulate this</p>	<p>HM</p> <p>JM</p>
<p>9</p>	<p><b>Curriculum &amp; Teaching &amp; Learning</b></p> <p>A comprehensive new Curriculum Handbook had been circulated and DC commended the significant amount of work that had gone into its production. LR explained the thought process to producing this. She then added that individuals were tracked against the teaching standards and staff had received training on focussed support (a change in policy).</p> <p><b>Q – Should extra-curricular activities feature more strongly in the Handbook?</b> Currently, these were not taking place and so the activities from last year were included. Once activities resumed, students would be registered on Edulink, to ensure that all were engaged in some sort of extra-curricular activity. Virtual activities were being considered. It was noted that the running of extra-curricular activities relied upon staff volunteering for them</p> <p><b>Q – Could elements of the Handbook be published on the school website as it would be useful for parents to see (it was like a prospectus)?</b> LR explained that she had added the statutory information to the website first and she then intended to add sections gradually to the curriculum area, and inform parents</p> <p><b>Q – Can the Handbook be included in the Governor Induction Pack?</b> Yes, SM to action</p> <p>LR was thanked for producing the excellent document and governors were asked to consider how this could be used to support the work they did. SJH left the meeting at this point (6.30pm).</p>	<p>SM</p>
<p>10</p>	<p><b>SEF &amp; College Improvement Plan</b></p> <p>The SEF 2020 had been started in June/July and was a work in progress (latest version shared). The CIP would be reviewed through the year but was nearly completed. JM to share both at the next meeting.</p> <p><b>Q – Will you be adding ‘Prepare, Empower, Support &amp; Challenge’ to the SEF?</b> Yes. DC added that the areas for improvement in the SEF needed to marry up with the CIP. JM said that, in the ‘would be even better if’ section of the SEF, the items in the SEF were directly aligned with the KPIs in the CIP</p> <p><b>Q – Was the Duke of Edinburgh Award still running?</b> JM reported that the school did not take part in this anymore as it had become too expensive. Instead, the National Citizenship Award was offered and this cost £25 per participant. The scheme offered a week’s residential in the summer plus a week’s charity work. JM fully endorsed this worthwhile award, although, Covid19 had also impacted on this</p>	<p>JM</p>

## FGB Compliance Items

<b>11</b>	<p><b><u>Return to School Risk Assessment</u></b> This specific risk assessment had been previously circulated and JM reported that she was very pleased that it was all working in practice, with just some minor tweaks needed.</p> <p><b>Q – How often was this reviewed?</b> As Government guidance came out. There was not a review cycle – it was adapted as things changed, which was currently rapidly</p> <p><b>Q – Were students wearing masks in lessons?</b> Very few – between two and five. Few were worn in corridors either. However, with the new Government measures being introduced and an increased prevalence in Covid, this may need to change</p> <p><b>Q – The wording of the Covid symptoms in the risk assessment should align with the wording on the Government website?</b> JM to action</p> <p>Finally, DC reported that she had visited the school yesterday, just as the school bus was leaving. She was pleased to see that all, bar one student, were wearing masks.</p> <p>The risk assessment was duly approved.</p>	<b>JM</b>
<b>12</b>	<p><b><u>Contingency Plan</u></b> A Coronavirus Planning document had been circulated and JM noted that this was a work in progress. There were no questions raised and the document was duly approved.</p>	
<b>13</b>	<p><b><u>ESCC Recommendations</u></b> A confidential minute was taken for this item.</p>	
<b>14</b>	<p><b><u>Action Plan Update</u></b> Governors had been sent the updated Action Plan plus the Governing Board Improvement Plan. Several areas in the Action Plan could now be turned green and the plan re-circulated. Additionally, DC would meet with JM to go through the Improvement Plan to look at the red items. DC would then re-circulate the amended document.</p>	<b>SM/DC JM/DC</b>
<b>15</b>	<p><b><u>Headteacher Performance Management Review</u></b> The East Sussex Appraisal Policy had been adopted and a panel of three governors were required to carry out the Headteacher’s Performance Management Review, along with the external adviser. RL and HM agreed to join DC for this and all would complete the online training.</p>	<b>DC, RL, HM</b>

## Information

<b>16</b>	<p><b><u>Minutes of Last Meeting, Matters Arising &amp; Action Points</u></b> The minutes of the previous FGB meeting, held on 9<sup>th</sup> July 2020, were approved. These would be signed at the next meeting held at the school. Actions update:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">3</td> <td>DC &amp; EW to carry out safeguarding review – to be completed before 8<sup>th</sup> October</td> </tr> <tr> <td style="text-align: center;">4</td> <td>DC to forward Investors in Careers info to JC – DC to send</td> </tr> <tr> <td style="text-align: center;">6</td> <td>DC to circulate re-opening summary - completed</td> </tr> <tr> <td style="text-align: center;">6</td> <td>JM to share risk assessment &amp; action plan on Sharepoint - completed</td> </tr> <tr> <td style="text-align: center;">12</td> <td>DC to produce a format for governor link visit weeks – agenda item</td> </tr> <tr> <td style="text-align: center;">13</td> <td>Governors to continue with online training &amp; ESCC, once resumed – some had already booked training and others were encouraged to do so</td> </tr> </table>	3	DC & EW to carry out safeguarding review – to be completed before 8 <sup>th</sup> October	4	DC to forward Investors in Careers info to JC – DC to send	6	DC to circulate re-opening summary - completed	6	JM to share risk assessment & action plan on Sharepoint - completed	12	DC to produce a format for governor link visit weeks – agenda item	13	Governors to continue with online training & ESCC, once resumed – some had already booked training and others were encouraged to do so	<b>DC/EW DC     ALL</b>
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17	<p><b>Governor Monitoring Cycle &amp; Visits</b>  The latest Government guidelines stated that any governor visits to school should be outside of school hours. But the health and wellbeing of staff had to also be considered. Governors had to strike a balance and perhaps, there could be Teams meets during the school day. JM stated that it would be useful to marry up the governors’ visits cycle with the school’s monitoring cycle. JM and DC to action.</p>	JM/DC
18	<p><b>Governor Training</b>  DC would like to arrange some face-to-face governor training but this was not possible at the moment. She therefore suggested some Teams training sessions and would send out some dates. JST questioned the assumption that governors could not meet in a room, if they socially distanced. Was it against the rules as it was for business / education? DC would check and then ask governors to indicate by email, if they would be prepared to meet in person or not. Some could then meet whilst others dialled in.</p>	DC
19	<p><b>Dates of Next Meetings</b>  The next FGB meeting was scheduled for Wednesday 9<sup>th</sup> December @ 5.30pm and the next SD Committee meeting, for Wednesday 13<sup>th</sup> January @ 5.30pm.</p> <p>DC apologised for having to change some of the meeting dates for the year due to calendar clashes. The revised dates had been circulated earlier that day.</p>	
20	<p><b>Any Other Business</b>  There was just one item – DC had received guidance on the need to include GDPR at each FGB meeting. SM to add to future agendas.</p>	SM
21	<p><b>Meeting End Time</b>  The meeting closed at 7.20pm.</p>	

SM 250920

*J. J. Coyle*

Approved by: \_\_\_\_\_ Date: 9/12/2020

**ACTIONS**

Item	Action	Who	By
8	HM to arrange delivery of careers talk	HM	Next meeting
8	JM to circulate INSET PowerPoint	JM	ASAP
9	SM to add Curriculum Handbook to Induction Pack	SM	ASAP
10	JM to share SEF & CIP at next meeting (agenda item)	JM/SM	Next meeting
11	JM to amend Covid symptoms in risk assessment	JM	ASAP
13	DC to set up working party meeting	DC	ASAP
14	DC & SM to update Action Plan & re-circulate	DC/SM	October
14	DC & JM to update Improvement Plan & re-circulate	DC/JM	October
15	DC, HM & RL to complete Performance Management training	DC/HM/RL	ASAP
16	DC & EW to carry out safeguarding review	DC/EW	8 <sup>th</sup> October
16	DC to forward Investors in Careers info to JC	DC	ASAP
16	Governors to book online & ESCC training	ALL	Ongoing
17	DC & JM to review visits/monitoring cycles	DC/JM	Next meeting
18	DC to email governors re. training options	DC	Next meeting
20	SM to add GDPR to FGB agendas	SM	Ongoing