

**Minutes of the Full Governing Board Meeting  
Wednesday 23<sup>rd</sup> October 2019**

<b>Present:</b>	Karen Stevenson (KSt)	Chair
	Roger Lockwood (RLo)	Vice Chair
	Claire Berry (CBe)	
	Su Harwood (SHar)	
	Lucy Stephen (LSt)	
	Jason Scott-Taggart (JST)	
	David Sumner (DSu)	
	Anita Lawrence (ALa)	
	Eleanor Wilkes (EWi)	
	Hannah MacDonald (HMa)	
	Patricia Smith (PSm)	<i>Arrived 17:55</i>
	Justine Mountford (JMo)	Principal
	Theo Richards (TRi)	<i>Arrived 18:40</i>
	Liana Richards (LRi)	<i>Arrived 18:40</i>
	Sophie Hanson (SHa)	Finance Director
	Liz Butler-Graham (LBG)	Clerk

Item		Action
	Meeting opened at 17:40	
1	<b>Apologies</b> Apologies were received from Graham Wells and Roger Salwey	
2	<b>Declaration of Business Interests</b> No declarations were made.  SHa requested Governors sign their Pecuniary Interest form. Governors to send signed copies to LBG.	<b>All</b>
3	<b>Election of Chair and Vice Chairs</b> <ul style="list-style-type: none"> <li>• LSt nominated KSt as Chair, seconded by SHa.</li> <li>• HMa nominated RLo as Vice Chair, seconded by DSu.</li> <li>• RLo nominated PSm as Shadow Vice Chair, seconded by all Governors.</li> </ul> <p>The following Link Governor roles were agreed:</p> <ul style="list-style-type: none"> <li>• Pupil Premium – LSt</li> <li>• Health &amp; Safety – DSu (DSu to forward H&amp;S certificate to LBG)</li> <li>• Safeguarding – EWi (EWi for forward Safeguarding training certificate to LBG to investigate if relevant to UCC. If not, LBG to investigate appropriate training).</li> <li>• GDPR – JST</li> <li>• Finance – RLo</li> <li>• Careers – SHar</li> </ul>	<b>DSu</b>  <b>EWi</b>

4	<p><b>Approval of Minutes from 10<sup>th</sup> July 2019</b></p> <p>Approved and signed as a true and accurate record.</p> <p><u>Matters Arising:</u></p> <p><b>3. 360/ABLA</b> JMo confirmed Conduct Cards are back. <b>KSt: What impact are they having?</b> DSu: The cards are working very well for both praise and poor behaviour. They are also useful for identifying the children staff are not familiar with. Cards clear of behaviour points are collected at Celebration assemblies and entered into a prize draw to incentivise the children to behave well. JMo: Tutors check weekly for behaviour points and enter onto EduLink so parents are aware.</p> <p><b>7. Principal's Report</b> JMo asked Governors to feed back any fundraising ideas. JMo to put together a fundraising strategy of the half term.</p> <p><b>10. Facebook – Parent Group</b> The meeting with parents took place prior to today's FGB meeting, attended by JMo, RLo, HMa and JST.</p> <p>HMa: Parents feel the need to use social media to obtain answers. Not all concerns were discussed so another meeting with parents should be offered. There is the need to engage Facebook parents to talk with the school rather than online. Many parents in the Facebook group have reasonable concerns. <b>Can school use the Parent Forums to engage more with parents?</b> Yes (KSt: Regular, open forums with parents are required). School needs to respond to parent concerns – not all queries are being answered (JMo: This is not unique to UCC). HMa will investigate ways to make parents feel more inclusive.</p> <p>LSt: Confirmed parents have raised issue of unanswered emails with her. <b>Can this be investigated?</b> KSt: <b>The process of staff responding to queries needs tightening up.</b> JMo: Policy states staff have to respond within 48hrs.</p> <p>JMo: The website is the opportunity via which to raise concerns. However, the website does not provide tutor email addresses, despite tutors being the first point of call for parents.</p> <p>JST: UCC needs more two-way channels with parents and to funnel parents to be more constructive. Suggested SLT draft a weekly email for parents to keep them informed (JMo: This is not possible with current staff workloads). Parents need to be aware of other avenues to contact the school if emailing isn't working. <b>Can Governors work with JMo to discuss what will be included in the Parent Forums?</b> Yes. Next Forum should be highlighted in the next newsletter. <b>Can the Governors have a section in the newsletter?</b> Yes. JST and HMa to draft.</p> <p>RLo: Communication must be revisited in future Governor meetings to identify what works and what doesn't.</p>	<p><b>All / JMo</b></p> <p><b>HMa</b></p> <p><b>JST / HMa</b></p>
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5	<p><b>Matters arising from sub committee meetings</b></p> <p><u>Staffing, Finance and General Purposes Committee</u> Key points from the minutes are as follows (SHa):</p> <ul style="list-style-type: none"> <li>• Finance is on track to come in at a balanced position at the end of the year.</li> <li>• Funding next year will be down by £120,000 because of pupil numbers. There is a projected decrease of 30 students per year group.</li> <li>• Savings need to be made in KS4.</li> <li>• A succession plan is required for the minibus. This will have an impact on the Community budget.</li> </ul> <p><u>Student Development Committee</u> Key points from the minutes are as follows:</p> <ul style="list-style-type: none"> <li>• Tri advised attainment has improved – closer to FFT20 in attainment. But progress has fallen. JMo requested <b>TRi checks exam data</b> in case progress has improved.</li> <li>• Working closely with subjects to improve progress.</li> <li>• JMo reported there has been positive feedback from the Unions about how the school reacts to data.</li> <li>• Overall improvement in Sixth Form. Majority of subjects are above zero for progress.</li> </ul> <p><u>Community Services</u></p> <ul style="list-style-type: none"> <li>• DSu introduced the Year 7 playground proposal for a community pitch. The idea will be presented at the next SF&amp;GP meeting on 20<sup>th</sup> November.</li> <li>• JMo asked if non-sport clubs such as art or drama can also be introduced to raise money, such as Barracuda.</li> <li>• JMo presented her suggestion that the Community Services Governors committee is disbanded and changed to a whole-community group. JMo is investigating which groups might be interested in joining. JST supported the proposal and suggested it would be a good link with the Parent Forum.</li> </ul>	<b>TRi</b>
6	<p><b>Terms of Reference</b></p> <p>KSt advised the Terms of Reference were created by KBa and reflect what the Governors do.</p> <p>All Governors agreed minor amends, to be updated by LBG.</p>	<b>LBG</b>
7	<p><b>Update on CIP and SEF</b></p> <p><u>Summary of Self Evaluation</u> JMo introduced the draft SEF. Governors to email comments to JMo.</p> <p>The school is not yet considered 'outstanding' so 'good' targets will be focused on.</p> <p>Within Quality of Education the best fit judgment is: 'requires improvement moving rapidly towards good'. LRI advised there are some outstanding areas but these are not consistent across the board. LSt raised a concern about the judgment: it is not enough to just know weaknesses.</p>	<b>All</b>

Tri and LRI will review the document with JMo ready for sharing at the next FGB meeting in January, where December targets will be reported. It will then be revisited each December, March and July.

**KSt: Are the 'good' judgments robust?** JMo: The behavior depends on the day it is looked at, but generally yes. KSt: Children will be asked by Ofsted about their opinions too.

LSt will talk to SLT about her recent experiences with Ofsted. RLo asked her if Ofsted challenged Governors too? LSt: It depends if governance is under review.

The Governors liked the clear layout of the SEF and look forward to receiving an updated version.

College Improvement Plan

JMo advised the front cover will be populated with data shortly (TRi).

The four Key Performance Indicators will be reported at FGB meetings going forwards by Tri, LRI, SHa and JMo appropriate.

Responsibilities for the 12 Objectives will be shared between Governors and reported to sub-committee meetings as follows:

Objective	Governor	Committee/Meetings
1. Improving results in maths/science/MFL	PSm	Student Development
2. Developing the curriculum	CBe	SF&GP
3. Improving teaching and learning	LSt	Student Development
4. Eliminating the school deficit	RLo	SF&GP
5. Improve 6 <sup>th</sup> form results	GWe	Student Development
6. Increase student recruitment into Y7 and Y12	ALa	SF&GP
7. Reduce classroom disruption and improve classroom environment	EWi	Student Development
8. Improve attendance	SHar	Student Development
9. Update and enhance ICT provision	JST	SF&GP
10. Improve built environment	DSu	SF&GP
11. Develop links with stakeholders	HMa	FGB
12. Recognise achievements beyond the curriculum	RSe	FGB

The aim is that if an SLT member cannot be present at a meeting to report back, the link Governor will be able to report in their place confidently. The relationship will be so strong with the link Governor or the SLT could talk to Ofsted.

JMo to create guideline of how this will work. KSt confirmed such guidelines will also be useful for new Governors as well as Ofsted.

**JMo**

Governors moved sub-committees to address new roles as follows:

Sub-committee	Governors joining	Governors leaving
SF&GP	CBe, JST, GWe, ALa	EWi
Student Development	EWi	ALa

**KSt: Should interventions be introduced in KS3, as well as KS4 and KS5?**

JMo: This daft has now moved on; Year 1 has been completed and the school is now operating in Year 2.

**JST: Is the SEF and the CIP linked?** Yes. Page 8 of the SEF refers to the CIP objectives.

**SHar: How do we monitor when targets have been achieved?** All of Year 1 has been completed now. Achieved items will be put in a green font going forwards. One working document will be used at each meeting so most recently achieved items can be reviewed.

JMo will share CIP with staff via Sharepoint now that it has been reviewed by Governors. Key Performance Indicators will be put on the website.

Governors to bring their copies of the CIP back to each FGB meeting, or give to the Clerk for filing.

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### Principal's Report

The Principal took governors through the report. Key points are as follows:

- The website is now live. New prospectus has been distributed.
- Open evening went well.
- JMo and DAt spent much time over the summer redacting over 1000 emails. The DPO will advise JMo on her next action.
- Training days have ensured clarity about new staffing structure.
- Teaching staff have spent time reviewing Ofsted reports. **KSt: Did staff come up with any discrepancies?** No, staff are aware of the school's strengths and weaknesses.
- Tri has developed a new system for tracking students and evaluating effectiveness of interventions.
- The expectation to be fully staffed in September did not come to fruition. KSt advised the school that they must not compromise on staff.
- Issue with 9 students leaving and not being off-rolled which impacted on attendance. KSt queried this term. JMo: Off-rolling is the process to remove the children from the roll. It is always higher at the beginning of an academic year.
- One referral for PREVENT. CBe: **Is there anything more the school can do?** JMo: Through screening meetings JMo has been able to obtain more information about the family. This has been the school's first ever PREVENT referral and they have learnt much.
- Bus behavior – all children have signed a code of conduct. Overcrowding remains an issue. KSt: overcrowding has been an issue for many years.
- Five fixed term exclusions to date. **KSt: Is there a problem with sexual harassment at school? Three of the five exclusions are**

	<p><b>sexual.</b> JMo is planning more discussions in PSHE, Citizenship and Ethics.</p> <p>KSt: <b>Do we know how many pupils are tutored outside of school?</b> JMo: We don't know numbers, but we are aware it happens. LRI: Children rarely mention it.</p>	
9	<p><b>Building</b> SHa advised the building is on track: the piling of the foundation has begun and the steel frame is due to go up around 25<sup>th</sup> November. By the end of January 2020 the frame should be completed. The next stage will be to fit the watertight membrane so that internal works can begin.</p>	
10	<p><b>Policies</b> DSu has been checking the policies since the Housekeeping Day to ensure the correct versions have been saved on the system. Policies ratified:</p> <ul style="list-style-type: none"> <li>• Recruitment and Selection Policy</li> <li>• Lettings Policy</li> <li>• Offsite Activities and Educational Visits Policy</li> <li>• Risk Management Policy</li> </ul> <p>Policies <b>to be amended by SHa:</b></p> <ul style="list-style-type: none"> <li>• Governors' Expenses Policy (CBe: Why limited to babysitting? Needs to be more general)</li> <li>• Whistleblowing Policy (CBe: Needs to specifically include Governors and volunteers).</li> </ul>	<b>Sha</b>
11	<p><b>Safeguarding Quiz</b> JMo to share link to quiz with Clerk. LBG to circulate to all Governors. Governors to complete quiz in their own time.</p>	<b>All</b>
12	<p><b>Governor Visit Day</b> LRI advised the focus of the day will be Sixth Form.</p> <p>LBG confirmed the following Governors are attending: JST, SHar, GWe, RLo, KSt (until 1pm), HMa, PSm, RSe. LSt, CBe and ALa are unable to attend. EWi to confirm.</p> <p>Governors to write reports on the day and hand back to JMo.</p>	<b>All</b>
13	<p><b>Confidential Items</b> This item was deemed confidential.</p>	

14	<p><b>Sharepoint Training</b></p> <p>Tri advised Sharepoint is being rolled out across the college. It will be particularly useful for Link Governors to work with their SLT member.</p> <p>All communication will now be via the Governor email: <a href="mailto:surname.gov@uplandsc.com">surname.gov@uplandsc.com</a>. The IT Manager will set up a Governor email group.</p> <p>Links to documents will be shared rather than the documents themselves.</p>	
	<p><b>Date and time of next meeting: 29<sup>th</sup> January 2020 at 18:00 in IL2</b></p> <p>Subsequent meetings: 13<sup>th</sup> May 2020, 8<sup>th</sup> July 2020</p> <p>The meeting closed at 20:20</p>	

**Actions from this Meeting**

Item	Action	Who
<b>3</b>	Health & Safety certificate to be forwarded to the Clerk.	<b>DSu</b>
<b>3</b>	Safeguarding training details to be forwarded to the Clerk.	<b>HMa</b>
<b>4.7</b>	Create a fundraising strategy.	<b>JMo</b>
<b>4.10</b>	Investigate ways to make parents feel more inclusive.	<b>HMa</b>
<b>4.10</b>	Draft Governor entry in school newsletter.	<b>JST/HMa</b>
<b>6</b>	Amend Terms of Reference.	<b>LBG</b>
<b>7</b>	Email comments on draft SEF to JMo	<b>All</b>
<b>7</b>	Create guidelines of how link Governors will work with SLT to achieve objectives.	<b>JMo</b>
<b>10</b>	Amend policies.	<b>SHa</b>
<b>11</b>	Complete Safeguarding quiz.	<b>All</b>

Signed: -----

Karen Stevenson (Chair of Governors)

Date:-----