

At a meeting of the Full Governing Body held on Wednesday 13th July 2022 At The Angmering School.

Present: Mr Liley (HT), Mrs Hamilton-Street, Mrs Scales, Mrs Mitchell, Mrs Turner, Mr Gisby, Mr Kingsley, Mrs Jagger, Mr Fielder, Mr Beaney.

Also Present: Mrs Nolan(Clerk)

Non attendance: Mrs Hart (PG)

Apologies: Mrs Dyson (BM) Mrs Rush, Mr Smith, Mrs Thomas, Mrs Young.

1. Apologies were **accepted** by the board.

DECLARATIONS OF INTEREST

2. There were no declarations of interest regarding the agenda.

ELECTION OF CHAIR

3. Mrs Hamilton-Street was duly elected as Chair.

ELECTION OF VICE CHAIR

4. There were two nominations received in advance of the meeting. Following a board vote, Mrs Thomas was elected as Vice-Chair.

MEMBERSHIP MATTERS

5. The board was notified of Ms Rush's resignation, with immediate effect, leaving a vacancy for a Co-opted governor, the usual advertisements will be placed and recruitment procedures will follow.
6. Mrs Scales, New Staff Governor, was welcomed to the meeting.
7. Governors wish to pass on their thanks to the Ms Rush and Mr Street (retiring Staff Governor) for their time, commitment and contribution to the board over the past 2 years.

INSTRUMENT OF GOVERNANCE

8. The board discussed the government constitution and **agreed** to no changes to the current Instrument of Governance.

GOVERNORS CODE OF CONDUCT

9. Governors **reviewed and approved** the NGA model Code of Conduct, this was **signed** by the Chair after confirming the register of business interests of board members is recorded annually.

TERMS OF REFERENCE

10. Terms of reference were discussed and **approved and signed with notated amendments to the calendar schedules.**
11. The start time of future meetings was discussed and concluded the first meeting of the academic year should remain at 6pm start - for further discussion in September.
12. The Chair proposed that members who require a sandwich at subsequent meetings should put their requests in an email to the clerk, no later than the day before the meeting.

SCHEME OF DELEGATION

13. The Scheme of Delegation was **approved and signed by the Chair.** The board reviewed and discussed the report on technology disposal provided.(copy att)

URGENT MATTERS

14. There were no urgent matters

MINUTES & MATTERS ARISING

15. Minutes of the Full Governing Body meeting held on 15th June 2022 were **approved as a true record of the meeting and signed by the Chair**
16. There were no matters arising.

CHAIRS ACTIONS

17. The Chair reported that exit interviews had taken place for staff with herself and the HT. All staff interviewed were complimentary about the school and staff wellbeing, positively identifying a dramatic culture shift in the last five years, and there were no negative comments to report or follow up on.

REPORTS TO GOVERNORS

18. **EXAM PERIOD OVERVIEW:** The HT reported on the recent exam period for Years 11 and 13 and commended the students' exemplary behaviour.
19. HT notified the board of two instances of potential malpractice regarding a student being in possession of a mobile phone (switched off) in a pocket. Appeals have been raised, but the likelihood is a zero mark for each student.
20. An exam board error on a Physics paper has resulted in the exam board planning to give full marks to each student for that particular question.
21. Governors were made aware of the lack of available invigilators resulting in senior staff completing the training. Mrs Wallbridge and Mrs McArdell stepped in to run the exam process alongside their own roles and responsibilities, for half a term following

the resignation of the exams officer, Mrs Brown has resumed her position following a 2 year career break. Governors **agreed** to write a note of thanks to LWA and FMC.

ACTION CoG

22. A couple of Year 10 mock exams have been either relocated or rescheduled this week, due to a number of pigeons gaining access to the sports hall!
23. **SCHOOL IMPROVEMENT PLAN (SIP)** (copy att) The HT shared the draft SIP in advance of the meeting and welcomed comments from the board;
24. Governors noted the revised structure of the SIP, which is now based around the Ofsted Framework and **questioned** the student's curriculum journey? The HT **described** that each student will be encouraged to understand and be able to verbalise their own learning journey. There will be evidence of quality of education section. Variation in teaching will continue to be reduced through a clear teaching and learning policy, regular coaching style feedback and appropriate use of Appraisal targets.
25. Governors **acknowledged** the HT's vision of being a 'Hub' for the local community, with ongoing work and projects such as lettings, primary school visits (years 6 and 5 respectively) extending master classes for KS4 students, Angmering Calling annual showcases.
26. Governors **asked if the SIP is achievable in one year?** HT confirmed that the plan is ambitious, and is confident that being able to describe the ambition fully will allow for whole school participation and achieve the desired results.
27. There was a discussion around NPQHs and NPQMH and a clear menu of improvement projects, however, these link to the SIP but are not a core part of it.
28. A lengthy discussion followed, **with the following points of note raised and agreed** on, for the final version in September:
 - i. The issue of challenge in lessons is addressed in the SIP, should be expanded to ensure that 'pace' and 'engagement' should run alongside challenge so that '*Pace, Challenge and Engagement*' become a key theme of the expectations of learning provision that underpin the quality of learning lesson monitoring activities;.
 - ii. Raising the achievement of boys should be an additional school priority for next year and beyond particularly given the gender profile of the year groups coming through.
29. **Section 106 Money** HT explained why there was a sum of £450,000.00 of unspent money held by WSCC for Capital Projects, he outlined the proposal sent to WSCC (copy att) and is waiting to hear back from Graham Olway (Assistant Director for School Organisation)
30. **WSCC Adviser Summer Term Report** -(copy att) Governors received the report in advance of the meeting, there were no questions. Autumn term conversation has been arranged.

GOVERNANCE SURVEY

31. The Chair confirmed that the survey had been submitted on behalf of the board, the focus being on WSCC not what the Board is doing. There was no facility to save a copy of the responses.

GOVERNING BODY ACTION PLAN

32. **SKILLS AUDIT & Roles and Responsibilities**The Chair **thanked** the board for **completing the Skills Audit** (Copy of overview att) and went on to confirm the individual link governor roles, there was some discussion around the possibility of sharing some areas and collaborating with each other to enhance the support on offer. Spreadsheet overview of link roles and responsibilities to be reshared with amendments. **ACTION CLERK**
33. Governors were **asked to ensure they look into individual training and development using the available platforms on offer, ensuring key focus for all is data and school finance.** **ACTION ALL**
34. **Governors will need to understand the data produced by Bromcom** - Governors will be expected to work with HST and share knowledge.
35. A discussion around the Autumn/Spring/Summer term focus resulted in the Chair to ensure the Link Visits Reporting document is updated to include learning walk conversations with staff and students. **ACTION CHAIR**
36. **Planning discussion for 2022-23 with the expected OFSTED visit** took place, a working group will meet before the end of term to create a 'School on a page'
37. Governors were **asked to ensure they have read** the NGA document 'School Inspection A view from the board, two years on' document, and were **asked to consider the strengths of the school** from a governors' perspective. **The following points were noted:**
- i. Positive and extensive Pastoral care and Safeguarding
 - ii. Inclusivity
 - iii. Behaviour management reports compared to other schools are very positive.
 - iv. Transition process for Y6 into Y7
 - v. Alternative provision and limited permanently excluded students.
 - vi. Broad and balanced curriculum, focus on teaching and learning.
 - vii. Schools finance managed and controlled exceptionally when required to make the right decisions with limited funds
 - viii. Staff wellbeing, Leadership & Management (evident in Staff exit interviews)
 - ix. Senior Leadership successful navigation through the pandemic
 - x. Extra curricular provision and expectation
 - xi. Opportunity and entitlement model rather than compulsory (trips)

DISADVANTAGED STUDENTS

38. The agenda provided the link to the GVO google document, for Pupil Premium which is now live and updated regularly. All governors asked to access, review and bear in mind when carrying out their link governor roles and visits. **ACTION ALL**

SAFEGUARDING

39. There was nothing to report on Safeguarding. Please see Link Governor visit reports under item 18 of the agenda.

FINANCE

40. **BROMCOM** - Governors **were made aware that the Business Manager has grave concerns regarding Bromcom's ability to work** with the school's extensive Financial Business Management System. It would appear that the pilot schools running the Bromcom system for WSCC did not access the financial package. Confirming other school are also having issues
41. It was also confirmed that there is a need to run a closedown at the end of July in order for the transition from SIMS to Bromcom to take place - creating additional workload with no notice, resulting in BM cancelling her annual leave and holiday booking.
42. Mrs Jagger confirmed that she can support the BM in this process.
43. **CATERING CONTRACT** -Update Caterlink have been reappointed, a meeting has been arranged with the Chair, HT and BM along with Caterlink's area manager, with a view to laying out expectations and ensuring a break clause is in the contract, prior to signing off the contract.

SPONSORSHIP

44. Spreadsheet available on GVO, Governors requested to chase companies
45. Bring back to the September meeting **ACTION AGENDA ITEM**

PARENT SURVEY

46. Governor's were asked to consider how to engage with parents, particularly as we are due a section 5 Ofsted inspection which will reflect on parental views.
47. Governors were asked to look to support events and be visible in and around school.

LINK GOVERNOR REPORTS (copies att)

48. The following reports were received in advance of the meeting, were acknowledged and raised no further questions:
 - i. English Link visit 10.06.22 NT
 - ii. Art Exhibition 18.06.22 JG
 - iii. Learning Walk JG
 - iv. Curriculum Visit JG
 - v. Offsite Trip/Visit LY
 - vi. Safeguarding DJ
 - vii. Arundel Trip DJ
 - viii. DEAR DJ

49. Chair **requested** all reports arrive within two full weeks before the FGB meetings to ensure HT comments and Clerk has time to process with the agenda being sent out one week prior to the meetings.
50. Chair also requested governors capture actions and any follow ups to be taken forward, ensuring your questions are key and reflective. **ACTION ALL**

MARKETING UPDATE

51. HT confirmed positive feedback on the school website, he confirmed that the local press are using our own press releases to report on events, but positive press all the same.
52. Social media platforms are being monitored closely, and it has been noted that there has been less negativity from the community.

GOVERNOR TRAINING

53. Chair thanked the board for their continued commitment to complete regular training modules. She expressed the need for more governors to participate in Panel Work and Exclusions and Grievance training, both WSCC Governor Services and NGA platforms run these courses - please seek guidance from the Clerk if you are unsure.

HATE INCIDENT REPORTING

54. Not applicable, will be reported in the Autumn Term.

POLICIES

55. The Board **agreed to adopt the WSCC model policies**, with any additional amendments being individually brought to the FGB where and when necessary.

NEXT FGB MEETING: Wednesday 21 September starting at 6pm

Meeting schedule for 2022-23:

09.11.22
07.12.22
18.01.23
22.03.23
24.05.23
12.07.23

AOB:

Dance Showcase Tuesday 19th July 5pm

FGB thank you to staff and staff farewells Weds 20th July, Pizza van kindly provided by Mr Fielder. Governors to attend please and set up from 12.15pm

Meeting closed @ 19:48