

At a meeting of the Full Governing Body held on Wednesday 4 October 2023 At The Angmering School.

PRESENT: Mr Liley (HT), Mrs Hamilton-Street (Chair), Mrs Dyson (BM), Mrs Genge, Mrs Beeby, Mr Fielder, Mr Smith, Mrs Knox, Mr Kingsley, Mrs Thomas, Mrs Charlesworth,

Also present: Mrs Nolan (Clerk)

APOLOGIES:

1. Apologies were received in advance of the meeting from Mr Gisby, Mrs Beeby, Mrs Young, Mrs Mitchell, Mrs Genge and were **accepted** by the board.

DECLARATIONS OF INTEREST

2. There were no declarations of interest from the agenda.
3. Governors were asked to complete and return the annual pecuniary interest forms to the clerk.

MEMBERSHIP MATTERS

4. The Chair updated the board that Miss Brooks has decided to step down from Co-opted member to Associate with immediate effect. Which leaves the board a vacancy to be advertised.
5. Mrs Cankalis resigned from the Parent Governor position with immediate effect. The Clerk will make the necessary arrangements to hold a Parent Governor election.

ACTION CLERK

6. Mr Fielder Term of Office ends 9.11.23 - The Board unanimously voted for Mr Fielder to serve a further term.

URGENT MATTERS

7. There were no urgent matters

MINUTES AND MATTERS ARISING.

8. Minutes of the Full Governing Body meeting held on 12 July 2023 were approved and signed by the Chair as a true record of the meeting.
9. There were no matters arising.

SAFEGUARDING

10. There were no matters arising
11. The Chair thanked the board for their swift completion of the annual KCSiE training.
12. Link Governor for Safeguarding was asked to complete the latest PREVENT training module provided by WSCC.

13. Link Governor for Safeguarding confirmed he had been into school to see the DSL and complete the NSPCC audit, he will produce a link report for the next meeting.

ACTION SK

WELLBEING: Staff/Students

14. The Chair briefed the board on the WSCC Fair workload information shared by Paul Wagstaff on 23rd July with the following points to note;
- Assign a Link Governor to have an oversight of staff workload and wellbeing
 - The removal of the expectation that online learning be available alongside face to face teaching (there is some hangover of this from last year)
 - The clarity of the policy around out of hours email.
15. The following questions were raised;
- NASUWT - action short of strike action, propose to refuse to undertake inappropriately directed duties outside school session times.
 - Emails received are not expected to be responded to outside of working time - expected response time from YTLs should be within 24 hours - guidance is to send a holding email if unable to respond in timely manner.
 - Impact on out of school time activities, fixtures, clubs is based on fair workload of directed time within the 1265 timeframe.
16. It was **proposed and unanimously agreed** that the Chair would be the link governor to oversee Wellbeing.

FINANCE

17. The BM reminded the board that the budget monitoring has been placed on the GVO to view, and also reminded that any questions can be emailed to her if further clarity is required outside of meetings as well.
18. BM gave a brief overview and informed the board that WSCC had still not confirmed the 6.5% teachers pay increase which will be back dated to September when applied.
19. Support Staff pay award is likely to be between 3% and 5% as it will be a one off payment across all grades. Governors asked if the minimum wage due to come into effect in April 2024 will have an impact on the budget? The BM confirmed that all support staff are paid above the minimum wage
20. Governors asked when the Pay Progression window closes; The Deadline for appraisals to be completed is 31st October and the **Pay Committee will meet on 17th November.**
21. Governors were referred to the Capitol budget sheet regarding the plan for the 5 year project on electrical check across the school which will cost approximately £13,000.00
22. The BM will be able to provide a true picture of the budget in December after the cost of living and pay progression rises have been allocated.
23. **BM reported that there are still major issues with Bromcom** with calculating oncosts for National Insurance and Pension commitments - there was a fix in August, however, this did not work. A further issue is that only 35-40% of TLRs are being paid correctly, as the data system is incorrect. **Bromcom is causing an immensely huge impact on workload for support staff**
24. The BM confirmed the 3 year Budget work had to be reconfigured and the deadline for submission is end of October, beginning of November - it was Agreed that MF will meet with the BM and the Chair to agree the final budget and report back at the next FGB meeting.

ACTION: BM MF & Chair

25. **SFVS & Benchmarking:** The School's Financial Values Standard is due for review and must be completed by January along with Benchmarking. **MF agreed to meet with the BM to review** and include a general finance review. **ACTION: BM MF**

BM was thanked and left the meeting 17:30

REPORTS TO GOVERNORS

HEADTEACHER'S REPORT on Summer Outcomes (copy att)

26. The following questions were raised and answered in advance of the meeting due to absences and shared with the board.:
27. JG asked whether we were confident that the slide in performance in English was now being addressed successfully: **HT responded: In response to JG's question about performance going forward: I (LY Eng Link) am sure that the Subject Leader for English will have already come to a swift assessment of the strengths and areas for development of her staff team, the quality of provision in place and where targeted improvements can make a real difference. The context of the department will already have changed for the better I suspect. English Literature is an area of concern I will want to unpick with Julie when we meet next week (11/10)**
28. Science: Looking at the ALPs stats, the performance in the separate sciences is another area of concern in comparison to Combined Science. **Link Governor responded: Again I have a meeting booked in with the Subject Lead next week (11/10) so will be looking to see her analysis of this.**
29. MFL: disappointing. What is in place to address this? **HT responded : The new department leader (in post for one year) has overseen the rapid increase in the number of students taking GCSE. We have reviewed the KS3 curriculum and are bringing a new model into Years 7 and 8 this term which will better reflect the NEW GCSE which is due to start in 2025. Staffing is relatively secure and we are interviewing for the maternity cover next week.**
30. Turkish: slightly random question and of course there are only 2 students - but making an assumption (that may be incorrect!) that these were native speaking students, then it's a worry that only ALPS 8 was achieved. Also - Turkish isn't on the subject list on page 3. Not a major issue but native speaking language exams can be quick wins - or should be. **HT responded : Whilst both students speak Turkish in the family home, neither has been in the habit of writing in Turkish, they both write in English and have done so since a young age. It was in the writing elements that their scores dipped.**
31. Business Studies: conflicting performance at A Level to GCSE - the latter being poor and if a subject such as this has a significant number of entries then it does need to perform. **HT responded :Staffing for Business Studies was in serious flux between 2018 and 2022, with both members of the team having long periods of absence. The staffing is now much more stable and we expect results to rise. A new subject leader was appointed for September 2023.**
32. Further questions raised from the board were answered as follows;
- With the continued focus on MFL the results for French were impacted by 4 students purposely underperforming.
 - Noticeable strengths with good strong outcomes were mentioned to note; Food Tech, Music and Performing Arts along with Maths and Engineering.

- Was there a negative impact on 6th Form entry following the GCSE results with students not getting the required grades? [The HT responded 100 students were expected, this dropped to 78 enrolled students.](#)
- Progress 8 and option blocks were explained to the board
- Teacher's Academic Reviews and Learning Walks were discussed and it is reported that 96% of the staff find value and support in a framed coaching style to which the unions do not object to. The progress is triangulated and HST can see strong practice in classrooms and data reports which they work with the Heads of Department, Heads of Year and students.

Mr Smith arrived to the meeting 17:45

SEF/SIP (copy att)

33. SIP has now been updated please follow the link on the agenda. (HT to remove the word 'Draft' from the document title).
34. Governors would have expected to see some measurable target data in these documents, e.g. SEF QoT, areas for development, pages 3-4 or within the SIP for each Key Stage? Only stats appear to be under KPIs on SIP page 1 or at foot of page 7 of SIP for PP and K students. Appreciate there is probably a separate targets data summary but I think numerical targets need to be set out in the SIP which reflect the school priorities and KPIs for student performance and more generally in the 'targets and monitoring' column on the SIP the statements made need to be much more measurable, i.e. applying the 'how do you know' to go with the 'what will be done' content. [HT responded: These points will be taken on board and the targets for GCSE \(in all subject areas\) will be linked to the SIP document. The SEF will be reviewed with the HST towards the end of the term and we will add in more up to date progress information at that stage \(as validated results will be out\).](#)
35. In the absence of a full HT's report **governors asked** for a brief update on staff absence and student behaviour during this term. It was explained that the first meeting of the year was planned to discuss summer outcomes and that the second meeting of the year will have a full Ht's report. The HT gave a brief summary of the current term so far, Staff attendance has been good bar a couple of anomalies. Student behaviour - punctuality to lessons is being pushed. There are approximately 12 students across the school who are on behaviour plans currently. The new Year 7 group have made a positive start, accruing over 3000 positive behaviour points and no debits in the first 3 weeks of term!

Academisation

36. The HT updated the board on the work of the Academisation Working Group, who at the last meeting **unanimously agreed not** to take forward the Sussex Learning Trust to the next stage of process.
37. The next stage of the process is to **invite the remaining two academies Bishop Luffa Learning Partnership and the University of Chichester Academies Trust along with**

WSCC to present to staff and governors on Monday 30th October from 2.30pm this will give all staff and governors the opportunity to hear the individual offer from each candidate and use breakout rooms to be able to ask questions. Following this event, the working group will be able to pick up conversations with staff and governors continuing the process on to the next stage.

38. Governors **asked** how long the process takes to become an academy if that were the route chosen. - Following consultation with parents, and the wider community the process would begin with the board notifying the DfE of their intention to join an academy then the process would complete in 9-12 months. **It was noted at this point in the meeting that the Government White Paper 2030 deadline to convert to an academy has since been shelved and is no longer mandatory.**
39. **Governors were asked to consider the best support and value on offer for the school.**

HEADTEACHER'S PERFORMANCE REVIEW

40. The Chair reported to the board that the HT's PM final review of 2022-23 has recently taken place supported by Yasmine Maskatiya Adviser for WSCC and targets for 2023-24 have been set.
41. The next review meeting will be held in the Spring Term.

NEU ACTION: Update

42. Nothing to report.

DISADVANTAGED STUDENTS & PUPIL PREMIUM

43. The HT reported that the SEND team have been managing admirably with the unavoidable absence of the Lead SENDCO for a period of time this term and currently EHCP reviews have been on hold but will resume from next week. It was noted that there is a high number of current year 7 students with EHCPs.
44. BT Link Governor for SEND has a link visit booked for next week.

CHAIRS ACTIONS

45. There were no Chairs Actions

GOVERNORS ACTIONS AGAINST THE SIP

46. The **Link Governor** roles spreadsheet has been updated and shared on the GVO
47. **GOVERNOR DIVERSITY STATEMENT** to be made an action on the next agenda

ACTION: AGENDA

LINK GOVERNOR REPORTS

48. The following reports were acknowledged with no questions (copies attached)
- Science

- MFL
- ITT
- Attendance

ADVENTUROUS/OVERNIGHT/OVERSEAS TRIPS

49. Link Governor to the school's Educational Visits Coordinator (EVC) has approved the following events;
- Weekly term time Riding Therapy for 7 Disabled students at no cost to the student
 - STEM event at Goodwood 12 July 2024 for 100 students at a cost of £67.50 pp.

GOVERNOR TRAINING

50. The Chair reminded the board of the commitment to complete a minimum of two training modules per term to keep up to date with the area they are linked to.

HATE INCIDENT REPORT

51. The Summer Term Summary report was acknowledged by the board with no concerns raised. (Copy att)

POLICIES

52. The Board were thanked for their virtual **ratification of the Suspension** policy to enable the school to publish in time for September.
53. The Emergency Plan was duly **ratified**
54. The Fire Emergency Plan was duly **ratified**
55. The Initial Teacher Training (ITT) Policy was duly **ratified**
56. There followed a brief discussion around Lockdown Drills and the DfE recommendation to not practise.
57. IT was confirmed the outstanding work on the fire bells has now been completed and the fire panel is no longer an issue. Testing Tuesday is active each week.
58. Teething issues identified with the highly anxious students during the fire drill walkthrough have been issued with a separate protocol due the mix of KS3 &4 students.

NEXT FGB MEETING Wednesday 22nd November 17:00hrs

Meeting closed at 18:20hrs