

**At a meeting of the Full Governing Body of The Angmering School Wednesday 14 July 2021 held in S1.**

**Attendance:**) Mr Fielder (Chair), Mrs Hamilton-Street (Vice Chair VC), Mr Beaney (DB), Mr Gisby (JG), Mr Hamilton-Street (LH), Ms Rush(SR), Mrs Thomas (BT), Mr Street (JS), Mrs Woolam (TW), Mr Kingsley (SK), Mrs Mitchell (CM)

**Also in attendance:** Mrs Nolan (Clark)

**Apologies:**

1. Apologies received in advance of the meeting from Mr Smith, - the board **accepted** Apologies.

**Declarations of Interest.**

2. There were no declarations of interest.

**Membership Matters**

3. 2 x co-opted vacancies adverts have already been arranged. The Clerk has signed up to WSCC Governors' for schools service.

**Chairs Actions**

4. There were no Chairs Actions

**Urgent Matters**

5. **HT's Performance Review** The Clerk informed the board that there had been an omission of a report on the HT's Performance Management Cycle in the Autumn Term. Governors' were informed that due process was followed by the committee which concluded that the HT had met the criteria for pay progression.

**Minutes**

6. Minutes of the Full Governing Body meeting held on 30 June 2021 **approved** by the board and **signed** by the chair, as a true record of the meeting.

**Matters Arising.**

7. There were no matters arising from the minutes.

**Budget**

8. The budget figures for June were shared on the GVO in advance of the meeting. The Governors accepted the figures, there were no questions raised.

**WSCC Adviser TGM Report**

9. Governors **acknowledged** the report and were pleased with the content. They **discussed** the **attendance figures acknowledging** they are skewed due to the pandemic. The VC confirmed in depth discussions around attendance take place in the regular meetings and are reported back on Link Governor Reports. Governors **agreed** to monitor attendance using pre covid data as a benchmark.

## Safeguarding

10. Governors were informed that they are **required** to read **Part 2 The Management of Safeguarding - The Responsibility of Governing Bodies - KCSiE 2021** (Keeping Children Safe in Education)  
[https://drive.google.com/drive/u/0/folders/0B\\_jyv83VFJUeV3o1b3RvWmwzTUE?resourcekey=0-ZwhQilvgAg-myxbUxpjL1g](https://drive.google.com/drive/u/0/folders/0B_jyv83VFJUeV3o1b3RvWmwzTUE?resourcekey=0-ZwhQilvgAg-myxbUxpjL1g)
11. Please notify the clerk when completed to update the Governors Tracking sheets.  
**ACTION ALL**
12. Mrs Neville will attend the first FGB meeting in the Autumn Term to cover annual Safeguarding training for governors.

## WSCC Governance Survey

13. The VC **confirmed** the final submission having summarised all views received by the board.

## Policies

14. Security Policy - Deferred to the Autumn Term in favour of including the most up to date Pandemic Risk Assessment  
**AGENDA Sept.**
15. Schools Travel Plan - deferred to the Autumn Term additional information to be secured from WSCC.  
**AGENDA Sept.**

## Staff BBQ

16. Governors have secured the use of the Hockey Club marquee if weather is inclement. A Pizza Van and BBQ will be available to all staff following the leavers speeches at 3.30pm on 22nd July and a fun quiz. The Chair requests full governor participation, where possible, to show appreciation to staff for their hard work and dedication during the past year of the pandemic.
17. All covid 19 guidelines and risk assessments will be followed.

## What will make us a more effective FGB?

18. **Expectations of being a governor** - the Chair stated his expectations to ensure the board is effective as follows:
  - Prepare in advance for each FGB meeting by reading all papers and formulate effective challenging questions for the HT and Senior Leadership Team so that the Clerk is able to capture challenge in the minutes.
  - Refer to the School Improvement Plan as well as link reports to create challenging questions
  - Monitoring Visits to be conducted at key times - refer to the planning calendar.
  - Communication with board members outside of the meetings.
  - Reply all when raising questions regarding the link governor visit reports.
  - Consider using Google Classroom as a communication tool.
  - Booking visits in advance and sharing with the board to invite questions to help formulate a structure for the visit.
  - use a standing item on the agenda to link with the school strategic plan.

19. **Calendar** - The governor calendar schedule has been populated by the Chair and Vice Chair who will use the calendar as a prompt for agenda planning and will continue to manage the calendar. [https://docs.google.com/spreadsheets/d/1gXVId-GayD-mPu4\\_UUXJAztNfzzKVVVS/edit#gid=242840752](https://docs.google.com/spreadsheets/d/1gXVId-GayD-mPu4_UUXJAztNfzzKVVVS/edit#gid=242840752)
20. Governors were **asked** to be aware of activities across the school via the google staff calendar.
21. Governors **agreed** to work with the calendar to ensure that all areas of governor responsibility are covered effectively.
22. The first Staff Survey has been issued and results will be shared at the September meeting.  
**ACTION: Agenda**
23. Governors were **asked** to consider a date for training or informal meetings for the three months not scheduled for a FGB (November, February, April).
24. **Link Governor Roles** - Following a review of governor responsibilities carried out in March 2021. Due to recent changes to membership it was **agreed** that link roles need to be **reviewed and agreed** at the first FGB of the **Autumn term** giving consideration to curriculum areas in need. **ACTION: Agenda**
25. **Consideration** to meet with Senior Leadership Members to assist with reporting on all areas of the Ofsted Framework.
26. LH has **agreed** to take over the Governor responsibility Link Governor responsible for signing off **Adventurous and Overnight Trips and Visits**.
27. It was discussed that the HT's PM and the Staff Pay Committee should have different members to be compliant.
28. Governors **agreed to** One visit per term for All monitoring visits
29. Governors **agreed** to continue to complete online training courses (a minimum of 2 per term)
30. Recruitment of governors to fill the two co-opted vacancies - Governors **agreed** to share the advertisement with work colleagues, Parish Councils in Rustington and Angmering. Clerk to share advert with the board and arrange for it to go on 'Linked in' **ACTION CLERK**  
<https://www.angmeringschool.co.uk/angmeringschool/site/pages/recruitment>

## PLANNING for 2021-22

31. Governors **agreed** the following Strategic Priorities:
- Maintain continuity of education and care for all students and staff during the COVID-19 pandemic
  - Raise attainment and progress in English
  - Improve the outcomes for disadvantaged students, including those at SEND K
  - Increasing overall attendance and reducing incidences of persistent absence
  - Reduce the variation in teaching in order that all students can make good progress, particularly in Modern Foreign Languages
  - Continue to market the school effectively through positive community interaction and proactive parental engagement. Be a hub for our local community.

**32. Governor Action Plan** The Chair and Vice Chair have created the latest Governing Body Action Plan (Copy Att) which ties in with the Ofsted Framework and the three core areas of governors statutory responsibilities. It is a live document all have access to and gives focus for FGB meetings as well as Link Governor visits.

[https://docs.google.com/document/d/1PUCUMjo6-rbQdckrz0-mQCgFQ\\_OiHdjY/edit](https://docs.google.com/document/d/1PUCUMjo6-rbQdckrz0-mQCgFQ_OiHdjY/edit)

**33. ACTION Clerk to share on the GVO with commenting rights** - the Chair and Vice Chair have ownership of the document and will update accordingly. **ACTION CLERK**

**34.** Governors **requested** language and terminology be kept the same.

**35. Marketing Plan** meetings have taken place to ascertain the business objectives such as Planned Admission Numbers (PAN), Best staff talent, Budget deficit.

**36.** look at positive marketing tools to gain parents/students/staff interest

**37.** A budget of up to £10,000.00 has been allocated to market the school effectively with a new website and prospectus package with a view to being functional in the autumn term.

**38.** SR will share the plan with the board with any questions to be directed to the chair.

**ACTION SR**

**39.** Governors would like to see student involvement, community values, what's on offer to attract good staff.

**40. Sponsorship** The VC would like to distribute the letter to local businesses by the end of term and **requests** governor participation to chase up with businesses to lobby interest.

**ACTION ALL**

**41.** Follow-up **Thank you's** as part of the media plan from the Board.

**42. Surveys** Staff survey has received 96 responses, the Chair will present the findings at the September meeting where actions will be agreed. **ACTION Agenda**

**43.** Governors would like to seek parent/carer views on a regular basis and will agree a set of questions with the Headship team with a view to release twice yearly.

**AOB**

44. SK will be pleased to attend the Staff BBQ.

45. BT will be attending the annual Science Fair as a parent - three further governors will make up the judging panel for the top science projects.

46. VC has confirmed sign up for Lead Governor Training.

**Next FGB meeting will be Wednesday 15th September 2021**

Meeting scheduled for year 2021/22

15.09.21

20.10.21

1.12.21

19.01.22

9.03.22

4.05.22

15.06.22

13.07.22

Meeting concluded 20:02hrs.