

**At a meeting of The Angmering School Full Governing Body on Wednesday 16 September 2020**

**Present:** Mr Liley (HT) Mr Fielder (Chair), Mr Cayless (Vice Chair) Mrs Mitchell(Co-Op), Mrs Hamilton-Street(LEA), Mr McLelland(Co-Op) via zoom, Mr Smith(Co-Op) Mr Beaney(Co-Op) , Mr Barclay(Co-Op), Mrs Thomas (PG), Mr Street(SG), Mrs Kettink(PG)

**Also Present:** Mrs Nolan (Clerk)

**APOLOGIES:**

1. Mrs Prior (Co-Op),Apologies were received and accepted

**ELECTION OF CHAIR**

2. Mr Fielder was unanimously elected Chair.

**ELECTION OF VICE CHAIR**

3. Mr Cayless was unanimously elected Vice Chair

**DECLARATIONS OF INTEREST**

4. Mr McLelland will withdraw from the meeting when item 12 bullet point 3 ' Catering working party' is discussed.
5. All governors received the annual pecuniary interest forms to complete, sign and return to the clerk at the end of the meeting.

**MEMBERSHIP MATTERS**

6. Mrs Hamilton-Street was welcomed to the board as the LEA governor succeeding retiring governor Mr Holmes.
7. Mr Mountain resigns from the board with immediate effect for personal health reasons.
8. Mrs Prior has decided not to stand for a further term of office after 25th September.
9. The Chair on behalf of the board wished to thank both Mr Mountain and Mrs Prior for the hard work and commitment they have given for many years to the school. Personal cards will be organised.
10. The Chair informed the board that there were 3 vacancies for Co-opted governors and asked for support from the board in recruiting a particular skill set ideally in Health & Safety and preferably an educational background.  
**ACTION ALL**
11. Adverts to be published in the 'All About' village magazines, School Website and the school's social media platforms.  
**ACTION CHAIR**

**TERMS OF REFERENCE**

12. Governors' **approved** the Terms of Reference and were **signed** by the Chair. (copy attached to the minutes book)

**SCHEME OF DELEGATION**

13. The board **approved** the Scheme of Delegation and was **signed** by the Chair. (copy attached to the minutes book)

### CHAIRS ACTIONS

14. The Chair informed the board that he had written on behalf of the board, a letter of thanks to the staff union representatives for supporting the Headteacher and the senior leadership team through the turbulent time Covid has caused.

### URGENT MATTERS

15. There were no Urgent Matters.

### MINUTES AND MATTERS ARISING

16. The board **approved** the minutes and **signed** by the Chair as a true record of the FGB meeting held on Wednesday 8 July 2020. (copy attached to the minutes book) there were no matters arising.

### REPORTS TO GOVERNORS

#### **Headteacher's Report** (copy attached to to the minute book)

17. **Budget** - current ongoing negotiations with Caterlink to agree a reasonable final figure looking at around 15k.
18. Lettings, there is a strict risk assessment in place on all lettings there is also a surcharge for the extra deep cleaning requirements identified on a case by case basis.
19. **Premises** - New school fence, there are some minor operation issues which have been managed well - huge benefit of feeling secure and highlights student lateness which can be immediately dealt with accordingly. The following points were raised and discussed
- 8.25am opening time, students to head straight to tutor bases to avoid mixing bubbles and threatening the integrity of track and trace
  - Staff offering their goodwill to monitor this time as not in directed time allowance
  - End of the day KS3 finishes at 3.10pm KS4 3.15pm - A staggered start time is impossible to arrange as a reduced curriculum is not an option.
  - The LNC area off the carpark is a weak point and will cost approximately 3k to secure, and is currently being managed by staff.
  - We have applied to WSCC to fund the gate across the carpark to ensure the area is safe and secure.
20. Governors raised concern that there may be an issue with disability access for wheelchair users on the Bramley Green gate - currently a combination lock is used. Consideration to cost an auto gate opener is underway as is plans to drop the kerb where necessary.
21. Fire Drill - The Fire alarm was accidentally activated by an engineer working on the alarm board, evacuation was aborted to avoid year group 'Bubble' mixing. A risk assessment has been shared for future evacuation processes.
22. **Staffing** - The Clerk was asked to raise a confidential minute.
23. Currently advertising for a Sixth Form Manager to start after half term.

24. **Attendance** - Governors were **pleased** to learn that the attendance figures to date are higher than the national figures per capita population, **acknowledging** that parents trust the school to look after their children in the vast majority of cases.
25. **Student Progress and Exam outcomes** - Governors **asked** how many complaints were received from parents following grade announcements - HT stated there were less than 10 complaints across ALevel and GCSE. Governors were **satisfied** with the way the schools centre assessment grades were recorded.
26. Governors **acknowledged concern** regarding the gap for students with SEN K remaining stagnant over the past 3 years and **resolved** to monitor this closely **ACTION Link Govs**
27. Governors were pleased to hear Maths continues to improve
28. Governors **enquired** after staff concerns regarding Covid and the current climate and learned the main concerns are around the program of rolling closures specific to year groups and staff self isolating absences adding further pressures. Governors **resolved** to continue to support the headteacher.
29. HT confirms regular contact with parents via specific letters with clear information remaining transparent and confirming business as usual with safety at the forefront.
30. The HT confirmed that the students received fair outcomes to lead them into their next stage of their educational careers? And requested Link Governors unpick outcomes in their individual departments **ACTION Link Governors**
31. The HT **confirmed** the COVID19 Summary risk assessment is continuously updated.
32. Priorities for the year remain unchanged, however, following full body discussion, it was agreed that the following should become the first priority in addition to the other 6.
- Maintain staff and student safety and the continuity of both care and education during the COVID-19 pandemic
33. Governors **acknowledge** they need to review the School's Development Plan (SDP) along with the priorities, understanding that outcomes remain important, but acknowledge that the overriding priority is to acknowledge that staff are working incredibly hard and contributing extra including goodwill, there is a **concern** that staff may burnout, pressure points are already showing in some areas. Governors **resolved** to be more supportive in school. **ACTION ALL**
34. The HT explained that due to the adjustments to the school day including staggered break and lunch times to prevent mixing of the year group bubbles has impacted on covered areas available to students at break times during inclement weather, a 'Stretch Tent' has been ordered to alleviate pressures from week seven when testing commences and use of the school's marque is being used in the interim.
35. The HT confirmed the Department for Education releases guidance, however, it falls to the HT and Headship team to decide how to operate the school at this time, he confirmed other secondary headteachers are supportive of each other and share ideas to overcome challenges.
36. The school is operating through Google Classroom to avoid the use of paper, and close contact with students, Classcharts is in constant use as is the students Standards Cards - however these are completed by the student under the guidance of the teacher.
37. Governors recognise that the IT function is vital business for the success in the current climate, requiring laptops and netbooks - the school's allocation is yet to be received from the government. Governors **resolved** to seek hardware donations **ACTION Chair to add to action plan**
38. **Behaviour** - The vast majority of students have been happy to be back in the classroom and are behaving in an excellent covid safe manner - there are around 12 students who are having difficulties readjusting to the school day, student support teams are working hard with these students. A total of 1500 debits have been issued to date compared to 53000 credits.
39. There were no further questions relating to the Headteacher's report, the Chair offered words of support for the HT and his staff on behalf of the board.

## GOVERNING BODY ACTION PLAN

40. Following a lengthy discussion the governors resolved to:
- Highlight the key points in their link governor visits
  - Look to raise funds for IT hardware
  - Ensure the strategic priorities at the forefront of all visits with main focus being the staff and student welfare - maintain continuity with welfare.
  - Improve outcomes for disadvantaged students to be a main priority
41. CMI and NHS replace Mr Mountain as link governors for disadvantaged students; and will review the PP review and ensure all actions are followed up.
42. **Governor Visits Reporting form** - it is suggested the format of the template form be broken down into areas to include the following - any further recommendations to BMc please
- Strategic priorities - Highlight the reasons for the visit. (take direction from the skills audit - all visits need to have a purpose and see the department in action and ensure staff see governors in action).
  - Covid 29
  - Staff welfare
  - Suggest governors meet Year Team Leaders once per term

**ACTION Draft form to all governors BMC**

43. Governor's staff survey - due to the lockdown in March, the survey was not issued to staff - it was **agreed** to revisit the survey in the Spring Term. **ACTION Clerk - Agenda Item**
44. **Catering working party** - Governors' agreed to shelve the working party, the tendering process sits with the Headteacher and WSCC.
45. **Who's Who board** - Governors approved the final version and **agreed** to have it displayed in the school's reception and staff room.
46. **Skills Audit** undertaken - Chair to produce overview showing gaps in experience with a view to co-opt experienced governors following wide advertisement in the community. **ACTION Chair**
47. **Governors' code of conduct** - The governors agreed to **adopt** the NGA code of conduct. - Governors were asked to consider self evaluation and include it in the action plan to monitor improvements.
48. **Pay committee selection**- Three governors were appointed to act as the pay committee for the year. RC, BT, BMc.

## WASTE TRIAL

49. BMc updated the governors on the current plans for the school to be 1 of three schools in West Sussex to host the innovative waste trial, WSSCC are currently securing funding following a feasibility study - BMc will provide a more detailed report for governors at the next meeting **ACTION BMC**

## **HATE CRIME REPORT**

50. Due to Covid19 the Spring and Summer Term report combined - (attached to the minute book)

## **POLICIES**

51. Governors **approved** to adopt WSCC model policies with any additional amendments being individually brought to the FGB where and when necessary.

52. **Safeguarding and Child Protection 2020** draft policy with a list of policy updates had been made available to governors' prior to the meeting, governors **approved** the changes.

53. **KCSiE 2020** - governors confirmed that they had read and understood the the policy - governors were asked to complete the Hays training online to officiate, and send the completion certificates to the Clerk

**ACTION ALL**

54. Link Governor for Safeguarding confirmed the annual Safeguarding audit will be on 1st October, and will share the report at the next meeting.

**ACTION NH-S**

## **AOB**

55. The new website now up and running, governors asked to view and feedback to RC

56. Governors' asked the HT to consider taking the supply of school uniforms in house.

57. Governors' requested BAME ( Black, Asian, and minority ethnic) be included on the next agenda and a report on where the school is with the working group.

**ACTION CLERK**

## **Next meeting Wednesday 21 October 2020**

Meeting closed 20:15hrs

Minutes Approved by ...Matt Fielder ..... Chair of Governors Date ...21.10.20.....

## Headteacher's Report to Governors 16th September 2020

This report contains updates on the budget, premises, staffing, student recruitment, student progress, disciplinary matters and proposed priorities for next year.

### **Budget**

Since we set the budget in May there have been a number of pressures placed on the budget due to the COVID pandemic. Some of these will be recouped via a claim against the National COVID Fund but others may not qualify and will therefore have to be met from our core funding. The areas where additional costs (or loss of income) have been incurred are:

- Catering - Initial invoices from Caterlink included a 'Management Service Fee' on top of the cost of the Free School Meals being provided. We are challenging this and have taken legal advice from WSCC as to whether the invoice is legally sound. Since we have no income from sales (we retain 4% of the monies from sales normally) this fee will have to be met from our other budget areas.
- Cleaning staff and materials - We already had a planned increase in cleaning costs due to the new buildings but we have also had to provide a large quantity of disinfectant and paper towel for every classroom in order to maintain hygiene during the pandemic. Most of this will be claimed back but monies may take up to 6 months to be refunded.
- Lettings - Our inability to let out facilities between April and August has meant a reduction in income in the region of £20k. We are now building up lettings again.

A summary of the more detailed finances to the end of August has been shared with governors.

### **Premises**

The significant works which took place over the summer were completed on time for the opening of school, the major work being the fence and gates to the West and North of the school. Smaller improvement works including room partitioning, redecoration and COVID preparations were also completed by the Sites Team. The following improvement works are now planned for this term (all funded by WSCC):

- Completion of the LNC roof (expected completion in October)
- English block windows and doors (commencing October to finish in half term)
- Sports Hall roof improvements (commencing in October)

WSCC are also looking at funding additional roofing works this year, to include sections of the P block, L block and S block. We are not presently being asked to pay the usual 5% contribution to these works, a decision made by the County Council at the start of lockdown.

### **Staffing update**

We had a very small turnover of staff in the summer and remain fully staffed on both the teaching and support side with the exception of a Year Team Leader; we are interviewing for this post on 17th September. We are losing Lou Barker, our Sixth Form Manager, in October and have advertised for a direct replacement, we hope to interview during the week commencing 28th September.

At the start of term we have one member of staff working from home due to their clinical vulnerability and one other in isolation until 11th September. Aside from those two cases we have had 100% staff attendance at the start of term.

## Student attendance

Attendance figures for the Summer term of 2019/20 are somewhat meaningless since we were only asked to record the number of students accessing the Key Worker School or Year 10 provision. This was reported to the DfE on a daily basis throughout the partial closure period.

The attendance figures for the first few days of term were as follows:

Year	Attendance
7	98.8%
8	93.8%
9	99.3%
10	98.9%
11	96.1%

## Student numbers

Following a great deal of induction work over the past few months we are delighted to have welcomed 270 new students into Year 7. This is the first time for many years that we have started the year with a full cohort of students (matching our official PAN). The numbers of students in all years are as follows:

Year	Number on roll
7	270
8	220
9	231
10	229
11	231
12	TBC*
13	62

\*We are waiting for confirmed numbers starting level 3 courses but initial indications suggest that we have similar numbers starting as we had last year (around 85).

## Student progress and exam outcomes

As you will all be aware the outcomes for GCSE and A Level in 2020 were based on the Centre Assessed Grades (CAGs) submitted by the school. We ran a very clear and fair process in order to determine the centre assessed grades, this involved:

- Class teachers evaluating all evidence relating to the student's performance
- Moderation of judgements across subject teams to ensure fairness
- Moderation by HST based on student prior attainment and historical subject progress

The CAGs awarded by the school were therefore a fair reflection of the progress and attainment of the students. Improvements in the outcomes are reflective of improvements in progress and the additional uplift from 'collective benefit of the doubt' for borderline students. I have included headline figures in the appendix but direct comparisons with previous years would be inappropriate.

### **COVID Risk Assessment and planning for infections in the school community**

You will all be aware that we have a comprehensive risk assessment and procedures in place to minimise the risk of spreading a coronavirus across the school community. The mainstays of our risk management strategy are:

- Ensuring that those with symptoms stay at home and are tested
- Regular disinfecting of hands and common contact points in all rooms
- Seating students facing one way (rather than toward one another) in classrooms
- The creation of bubbles within the school to ensure that 'close contact' only occurs within year groups. Close contact means talking face to face (without face coverings) and/or being within 1m of someone for more than 15 minutes.
- Separate breaks and lunches for each bubble
- One-way systems around the site to eliminate the need for people to walk toward one another in corridors
- Separate toilet facilities for each bubble
- Not taking in marking or allowing the sharing of equipment between classes
- Additional cleaning every morning and evening
- 2 metre distancing for staff (from both students and staff) wherever possible

### **Contingency plans in the event of an outbreak**

The following is a 'live' list of possible actions in the event of an outbreak. We have guidance from the government about the procedure should we receive a positive COVID test result in our school but we have to be prepared for a range of eventualities beyond the initial Track and Trace process.

Circumstances requiring response	Option	Pros	Cons/Issues
Absence of 1-5 teachers on any given day (due to isolation). No further positive COVID tests in the staff/student population.	Ask isolated teachers to set remote learning and then cover supervisors (or senior staff) to direct students to this in school.	Maintain input which is in line with the curriculum.  Reasonable expectation for isolating staff (unless they have symptoms and are unwell).  Quality of input for students is good.	Access to ICT for the classes.  Finite Capacity of Cover Supervisors or other appropriate adults.  Probable cover load on Headship team.
COVID outbreaks in	Have one or more year groups	Retention of the full	Capacity for staff to broadcast live

any year group with more than 2 confirmed cases in 14 days. Advice from Track and Trace for some/all of the bubble to isolate.	working remotely from home. Teachers remaining on site and working face to face with those students present whilst delivering remote lessons to those working at home. Normal timetable delivered.	timetable for students working at home.	lessons over the school broadband connection.  Facility for staff to have access to decent microphones and to share their screens.  Access for students with poor access to broadband at home.
Wholesale absence of staff which makes safe supervision of classes difficult. More than 10 teaching staff missing due to infection/isolation.	Partial closure due to lack of teachers. Part-time school offered to all students, with a timetable similar to that operated for Y10 in June/July. Reduce down to 3 or 4 sessions per day? Deliver core only in KS4? Have 3 years in each day?	Maintain some delivery of the curriculum for all students.  Ensure safety of all.  Students still see school as ongoing.	Normal groupings may have to be abandoned.  Curriculum design will be complex and dependent on available staff.  Part-time school will make childcare difficult for families.  Unions may take against asking staff to teach groups other than their own.

### Disciplinary matters

The Disciplinary Panel sat on 22nd June 2020 to review the Permanent Exclusion of a student. The committee declined to reinstate the student, supporting the headteacher's decision to exclude.

### Proposed priorities for next year

We do not propose any significant changes to the strategic priorities for the coming academic year and that we retain the following strategic priorities:

1. Continuing to raise attainment and progress in Maths by reducing the variability in the quality of teaching across the maths department
2. Continuing to raise attainment and progress in English
3. Improving the outcomes for disadvantaged students
4. Increasing overall attendance and reducing incidences of persistent absence
5. Reducing the variation in teaching in order that all students can make good progress, particularly in Modern Foreign Languages
6. Continue to market the school effectively through positive community interaction

There will obviously be changing operational priorities as we continue through the pandemic. Our main operational priorities at present are to keep staff and students safe, support the mental health and well being of everyone and maintain specialist subject teaching for as long as possible.

## Appendix 1 - Summary of outcomes for 2020 (KS4 and KS5)

### KS4 Outcomes

#### The Angmering School

#### KS4 Key Performance Indicators (Y11 2019/20) - CAG

The table below shows the KS4 key performance measures together with historical data where it is available in the same format.

#### 1. Attainment 8

KPI	2018 Actual Results	2019 Actual Results	2020 Y11 CAG*
Attainment 8 (all)	43.43	47.75	47.41
Attainment 8 MALE	41.88	45.87	46.39
Attainment 8 FEMALE	44.81	49.88	48.44
Attainment 8 (disadvantaged)	31.28	38	35.92
Attainment 8 (non-disadvantaged)	45.62	50.32	50.43
Attainment 8 (Low)	17.6	24.16	22.73
Attainment 8 (Middle)	38.15	40.42	42.54
Attainment 8 (High)	57.25	61.19	62.9
Attainment 8 EHCP	9.87	32.14	26.41
Attainment 8 SEN K	30	30.09	24.43
Attainment 8 Non-SEN	49.52	53.08	51.52
Attainment 8 English	9.09	10.14	9.96
Attainment 8 Maths	8.26	9.13	9.36
Attainment 8 EBacc	12.95	13.28	13.44
Attainment 8 Other	13.13	15.21	14.65
EBacc % entries	23	33.06	26
EBacc % 5+	10.21	9.39	11.43

CAG\* - Centre Assessed Grades

## 2. BASICS

*English (best of Language and Literature)*

KPI	2018 Actual Results	2019 Actual Results	2020 Y11 CAG
% English 4+/5+	69/54	78/60	80/60
% English 4+/5+ MALE	63/45	68/48	78/54
% English 4+/5+ FEMALE	73/61	89/75	83/67
% Low 4+/5+ English	11/4	33/15	30/3
% Middle 4+/5+ English	66/41	72/43	82/54
% High 4+/5+ English	88/82	95/90	97/89

## 3. Maths

KPI	2018 Actual Results	2019 Actual Results	2020 Y11 CAG
% Maths 4+/5+	62/39	71/47	75/54
% Maths 4+/5+ MALE	66/41	72/48	77/58
% Maths 4+/5+ FEMALE	59/37	71/46	72/51
% Low 4+/5+ Maths	4/4	22/0	20/7
% Middle 4+/5+ Maths	53/21	57/21	72/40
% High 4+/5+ Maths	88/69	99/86	97/91

KS4 subject outcomes (all figures are percentages of the cohort who completed the course)

	9-1 Art	9-1 Art & Design	9-1 Biology	9-1 Chemistry	9-1 Computer Studies	9-1 Dance	9-1 Drama	9-1 French 2021	9-1 Geography	9-1 German	9-1 Graphics	9-1 History	9-1 Mathematics Further	9-1 Maths	9-1 Media Studies	9-1 Music 2021	9-1 Photography	9-1 Physical Education	9-1 Science Combined	9-1 Spanish	Business Studies Tech Av	Child Development	Engineering Level 1/2 Te	English Language	English Literature	Food Wjec	IT	Sports Studies
7+	40	16	43	26	32	50	34	25	27	7	40	25	91	17	16	100	3.1	35	13	25	33	13	23	21	16	15	5.6	20
5+	80	64	79	70	55	100	74	56	63	35	80	57	100	56	52	100	28	75	36	38	52	42	66	56	52	31	11	64
4+	100	84	92	89	68	100	89	72	81	58	87	73	100	77	80	100	59	89	66	71	75	58	94	75	75	76	22	82
1+	100	100	99	99	97	100	100	100	100	100	100	100	100	100	100	100	100	99	99	100	98	97	100	100	97	95	89	97

## KS5 Headlines

A*-A	22.8%
A*-B	50.6%
A*-C	78.4%
A*-E	98.8%