

At a meeting of the Full Governing Body held on Wednesday 21 September 2022 At The Angmering School.

Present: Mr Liley (HT) Mrs Hamilton-Street(Chair) Mr Beaney, Mr Fielder, Mr Gisby, Mrs Hart, Mr Smith, Mrs Scales, Mrs Thomas, Mrs Young.

Also Present: Mrs Nolan (Clerk) Mrs Neville (AHT)

APOLOGIES

1. Apologies were received in advance of the meeting from Mrs Mitchell, Mr Kingsley and Mrs Jagger, and were **accepted** by the board.

DECLARATIONS OF INTEREST

2. There were no declarations of interest.

MEMBERSHIP MATTERS

3. Ms Sarah Hart was welcomed to the meeting and board.
4. Mrs Turner resigned her position as co-opted governor during the summer break.
5. Mrs Mitchell's term of office will come to an end on 25th November - the board unanimously **agreed** to offer her a further term of office.
6. Meeting times for full governor meetings were discussed and voted on with the following results:
5:00 pm start - 9 votes received / 5:30pm start -One vote received therefore the meeting on 9th November will commence at 5:00pm

SAFEGUARDING & CHILD PROTECTION

7. Mrs Neville presented her report (included in the HT's Report) with the following questions raised:

ATTENDANCE

- a. ***Have the number of Fixed Penalty Notices (FPN) been compared to pre covid figures?*** - The number of holiday in term time issued FPNs has been high. A number of students have found returning to school a challenge, but the message is getting across to parents.
- b. ***How impactful has issuing FPNs been?*** AHT confirmed that a lot of work around building the right relationships and communications with parents, and in some cases reducing the curriculum temporarily to enable the child to be in school for the same amount of time as required, but with less pressure on non core subjects to build confidence and maintain attendance.
- c. ***Post covid, do parents have a more relaxed attitude about taking advantage of cheaper holidays?*** AHT confirmed there appears to be a perception with the new intake this year, which will be monitored going forward.
- d. Governors **acknowledged** the attendance figures, currently at **92% overall** which is remarkable.
- e. ***Governors asked if FPN's are considered at local authority level and means tested, are there more FPNs issued to disadvantaged groups?*** FPN's are a fixed amount of £60 per parent per child. They are not means tested. The A6 referrals do tend

to be issued to the more disadvantaged families, but the school does have robust strategies and meetings to help manage situations

- f. **Governors asked what the figures are for young people not in education, employment or training, (NEET)** The schools NEET is on or near to 0 (zero).

8. **SAFEGUARDING:**

- a. Holistix Programme - There is a need to challenge the local authority as the school does not have access to students and family information - knowledge gives strength and there is a requirement to be able to access meeting notes.

ACTION: HT & CHAIR TO LOBBY LA.

- b. Governors were informed that the revised Child Protection Policy now has a handbook to be published alongside, notable changes is 'Peer on Peer' being referred to now as 'Child on Child abuse'
- c. Governors have received the revised CP Policy, Handbook and KCSiE in advance of the meeting and were reminded to confirm to the Clerk (to be logged on the tracker) they have read and understood the policies.
- d. Governors were informed that a further box regarding safeguarding had been added to the Link Governor reporting form and were requested to please use it in conversations in visits. JNE was thanked for her presentation and left the meeting.

URGENT MATTERS

9. There were no urgent matters.

SCHOOL MIS BROMCOM -update

10. It was explained to the board that the local authority chose Bromcom as a cheaper alternative to the pre existing SIMs software - it has become apparent that Bromcom has been mainly developed for primary schools and not secondary schools and as a result the school has had several issues which have been, in the main, problematic for all staff. The assessment and reporting function is much harder for us to apply to our systems and the finance package is not fit for purpose. Currently there is no solution but WSCC are in ongoing negotiations with BromCom over the 'rescue package'. **Governors asked what the local authority is doing to ease the situation?** There is currently no mechanism in place from WSCC for sharing solutions across schools; other schools along with our frontline administration staff are however on forums to share practice in an ad hoc fashion. There is concern with Safeguarding as missing students and overwrites on the registers, lost comments are proving problematic and are ongoing. Additional checks are required by staff to ensure safety of vulnerable students. The HT requests that governors are aware of additional pressures to staff and during link visits data sets may be different.
11. WSCC are unable to produce reporting programmes for a wide range of requirements across the school. **Governors wished to invite other schools for Chairs and Vice chairs to galvanise collegiate complaints to WSCC.** **ACTION CHAIR**
12. Bromcom to remain a standing item on agendas going forward **ACTION CLERK**

MINUTES AND MATTERS ARISING

13. Minutes of the Full Governing Body meeting held on 13th July 2022 were **approved** as a true record of the meeting and **signed** by the Chair.
14. There were no matters arising.

FINANCE

15. As previously reported, there are no finance figures available to date due to the Bromcom Finance package - It was reported that there are no major changes from last term.
16. **Catering contract - update** It was reported to the board that the HT, Chair and BM were disappointed with the procurement process as it was stated by WSCC at the outset of the process that any comments or questions on the contract would be addressed prior to the contract being signed. However in reality, despite emails back and forth, it became apparent that our comments and requests have not been taken into account as Caterlink had already signed the contract and no changes will now be actioned.
17. **Governors asked when the new contract was to be delivered by** - 2nd September, however, there has been a delay in being rolled out and the school has not seen any apparent changes to date. **Governors asked if the promised 'Superteam' has materialised as stated in the contract that they would 'fly in and sort out'?** No, but there has been some update in good set meals for students. For the last few weeks a new chef has been leading the team on site and this has led to a marked improvement in the quality of the offer.
18. Staff and Student forums were promised, governors were asked to visit and record what they see. There was concern regarding consideration of dietary requirements, cross contamination, nutritional needs to be met - feedback from staff students and governors will be half termly
19. Governors also asked the following questions;
 - a. Length of contract? 3 years with a two year extension if meets our needs.
 - b. Ability to add price increases? Yes Caterlink are able to put prices up, however, Caterlink do not advertise prices.

ACTION Feedback meetings to be arranged

WELLBEING Staff and Students

20. HT reported that staff have asked if the progression process can be brought forward due to the cost of living rises. He reported that in exceptional circumstances a member of staff can apply to the school's Business Manager for a short term interest free loan.
21. **Foodbank** - as expected, there is more demand on requests from families for this and there has been a noticeable decrease in donations due to the cost of living rises.
22. **Governors asked if mileage is claimable for staff?** Staff are unable to claim mileage to get to and from work, however they are able to claim for offsite meetings and training.
23. Fixed energy rates will help in the short term. Governors **suggested** that stickers on light switches to remind staff to save electricity.
24. **Governors asked about heating in B Block** - The Site manager has been liaising with the WSCC surveyor who is seeking to use the Net Zero Carbon Funding scheme to update lighting, glazing etc in the older buildings on the site including B Block.
25. **Governors asked if staff are continuing to vent classrooms as part of the Covid19 guidelines bearing in mind vulnerable students and staff?** Consideration is given by individual staff members to vent classrooms and office spaces accordingly

26. **Governor raised a question around the school looking at providing Private Healthcare for staff members.** The HT confirmed he would speak to a neighbouring school regarding their offer and give the idea some consideration. **ACTION HT**

CHAIRS ACTIONS

27. Chair confirmed written thank yous have been sent to LWA and FMc
28. All Governors can now access the Staff area on the school website.
29. Trips and Visits - Chair confirmed the following trips have been approved and signed off;
- 100 Year 10 Geography students overnight residential fieldwork skills in London
 - Leeson House Dorset Y13 residential Coursework related Geography fieldtrip
 - Y9&10 STEM project students visiting Goodwood Festival of Speed day trip

REPORTS TO GOVERNORS

30. **HEADTEACHER'S REPORT** (Copy att) In addition to the section on premises, the HT reported that the roof to the PE changing rooms has developed a leak, unfortunately due to the solar panels being in situ, the contractors will not attempt to work on the roof.
31. **EXAM OUTCOMES** were discussed at length, particular focus was the appeals process for 45 borderline papers affecting 25 students given that ofqual state 48% accuracy in English grading. This will have an impact on our Progress 8 and Attainment 8 figures and in turn the ISDR (Inspection Data Summary Report). We know we are a 'Good' school, but the English team have been bruised by the poor accuracy in marking exam papers this year.
32. The Governors acknowledge that there are a number of positives by the number of 'Reds' in the ALPS.
33. They also acknowledge that the A Level results were brilliant. Governors were invited to check with the Leader of Sixth Form to understand the strategies that are in place for the weaker students.
34. Governors were informed that the HT has arranged for a 'Deep Dive' English review with assistance from GLF's Russell Bennett on October 3rd. Clear coaching and tap into his perception for the lead governor to support.
35. Science was mentioned as perhaps 'over egging' forecasts, they will change their way of assessing in the future and also acknowledge the students misinterpreting questions, aware there is still some focus to be done here.
36. **Governors asked how results correlated to destinations?** The HT **confirmed** that all places had been achieved
37. The HT and DHT meet the heads of departments face to face, to discuss outcomes, and requests governors reinforce and recognise so many success stories.
38. **SCHOOL IMPROVEMENT PLAN**- live document, updated regularly and available for all governors to view on the GVO

GOVERNING BODY DEVELOPMENT PLAN

39. Link Governor Roles and responsibilities (list on GVO) some movement due to membership changes

40. HT's Pay committee will meet this Friday and the Pay Committee will meet after half term. All non-staff **governors were asked to complete the online Exclusion Panel Training modules.**

ACTION ALL (non staff)

41. Co-opted Governors who are also staff have been allocated non core subjects to be linked to.

42. Ms Hart has been allocated Health & Safety Link Governor and will be visiting The Sites Manager this term.

43. The Staff Survey - Link governor Mrs Scales, was informed that the format has had some tweaks and will be shared with staff twice a year and then reviewed by the full board.

44. Eco Club is led by JSY, Mrs Scales to represent the board at the club meetings.

45. All governors were **reminded** that the updated Link Governor Reporting forms are on the GVO

46. GOVERNOR ACTION PLAN has been scaled down and shared with the board via the GVO, with commenting rights, please review and add your comments. **ACTION ALL**

47. School on a page - also shared on the GVO Clerk to ensure the correct version is available.

ACTION CLERK

DISADVANTAGED STUDENTS

48. Link Governor Report available for discussion under Item 16 on the agenda.

ECO FLAG

49. The HT is pleased to announce that the school has been awarded Green Flag with Merit status (top level) It was suggested that the school apply to APC (Angmering Parish Council) for funds to provide a flag pole.

PARENT SURVEY

50. Governors agreed to hold off sending out the Parent Survey this term due to expected Ofsted visit this term and their own survey being shared.

LINK GOVERNOR REPORTS

51. Governors acknowledge the following reports with no further questions raised.

- a. Early Career Teachers (ECT)
- b. Disadvantaged and PP Students
- c. Assess Disposal

GOVERNOR TRAINING

52. Governors congratulated the Clerk for completing the 'Professional Clerk' training course earlier this year and was presented with flowers.

53. All governors were reminded to ensure at least 2 courses to be completed each term, and pass certificates to both ENO and CMI for recording. Safeguarding and Safer recruitment training is available on the Hays portal **ACTION ALL**

HATE INCIDENT REPORT

54. Report summary for Summer Term (see att) **Governors noted the total number of incidents is significantly lower than previously and question accurate data collection?** The HT confirmed that data collection is accurate provided staff report properly. There is more focus for Year Team Leaders on Serious Incident forms to recognise what is a hate motivated incident.

POLICIES

55. Safeguarding & Child Protection Policy 2022 **RATIFIED** Clerk to add school logo
56. KCSiE 2022 policy and guidance – a governor’s responsibility. **ACTION ALL**
Governors to confirm to Clerk read and understood
57. TAS Emergency Plan – annual review (version published on the website does not have the personal contact details of assigned staff) **RATIFIED** **Governors were briefed on the recent fire drill evacuation**
58. Home Learning Policy 2022 **RATIFIED** following a question regarding Humanities Homework for KS3 being a minimum of 2 per half term.

NEXT FGB MEETING Wednesday 9th November at new start time of 5:00pm

AoB - Add Academy to the next agenda

ACTION CLERK

Meeting closed 19:53