

At a meeting of the Angmering School Full Governing Body on Wednesday 22nd January 2020

Present: Mr Liley (HT), Mr Fielder (Chair) Mr Cayless (V.Chair), Mrs Mitchell, Mr Grant, Mrs Hamilton-Street, Mr McLelland, Mr Smith and Mrs Kettink

In Attendance: Mrs Nolan(Clerk) Mrs Neville

Apologies: Mr Beaney, Mr Holmes, Mrs Prior, Mr Mountain, Mrs Lockyear, Mr Barclay. - Apologies were accepted and approved.

Declarations of interest

1. There were no declarations of interest

Membership Matters

2. Governors to consider voting Mr Barclay (Associate Governor) to the board as a Co-opted member and discuss Associate Governor recruitment. Bring back to the next meeting owing to Mr Barclay's absence.

ACTION: NEXT AGENDA

Chairs Actions

3. There were no Chair's actions

Urgent Matters

4. There were no urgent matters

Minutes

5. The minutes of the Full Governing Body meeting held on the 13th November 2019 were **accepted and approved** and **signed** by the Chair, as a true record of the meeting. (Copy attached)

Matters Arising

6. H&S link governor **changed** from Mr Smith to Mr McLelland - The Board were informed a H&S audit will take place 17th March, the Chair will support the Site Manager in this process as he was involved in the previous audit.
7. MFL Link Governor role remains unfilled.

Training: Staff Mental Health and Wellbeing Offer 2019-2020 (JNE)

8. Mrs Neville reminded the board of the WSCC Schools Service provide all school staff via the Employee Assistance Programme (EAP) in addition to this the school has developed a Staff Mental Health and Wellbeing Offer, Mrs Neville went on to explain the offer which was recently introduced to staff on staff training day and presented by a Mental Health First Aid Trained member of staff.
9. Mrs Hamilton-Street offered to look into 'Train the Trainer' links for the school. **ACTION: NH-S**
10. The HT will speak to Secondary Headteachers about the possibility of sharing Trainers **ACTION: SLI**
11. Mrs Neville confirmed promotion of the services available will be signposted by skilling up line managers. Staff will have access to in school counselling service (financial dependent HT assigned a small budget)
12. Governors' were made aware, the team leading the offer have volunteered their time and services to set the scheme up.

Whole School Staff Survey

13. Governors resolved to form a small working group to create a key set of values centred questions for a staff survey. It is proposed to encourage staff engagement in the process twice a year commencing in March 2020. Governors noted careful consideration is required to engage staff participation and ensuring that impact and effect is realistic.
14. HT and Chair will promote to staff on SDD 28.02.20
15. Governors working group will consist of RC, BMc and NH-S draft survey to Chair and HT in two weeks' time.

Budget update

16. Governor’s were furnished with the December figures, (copy att.) via the GVO.Points to note:
- Teachers’ pay progression and cost of living rise have now impacted on FMS with the exception of a few residual ones to be actioned.
 - There are several invoices that the school has paid out which are to be reimbursed from WSCC. despite chasing for repayment, it is unlikely the accounts will be settled before the end of the financial year.
 - Current forecasts on overspends as well as some salary cost centres will be Exams, Telephone, SBDLO and cleaning materials
 - From January an extra column will show budget monitoring with expected out turns for each cost centre.
 - Following being awarded higher funding than anticipated for the Treasury Pension Grant and the Teacher Pay Award Grants, means that it is likely to end the financial year with a balanced budget, clearing the deficit.
 - There are no virements this month.
17. Governors’ **resolved** to look into the Disadvantaged budget to understand and see how best to capture how PP money is spent.
18. Governors’ were **pleased** to hear that the newly redirected appointment (from cleaning) member of staff to manage lettings has significantly increased income over a short period of time, with the potential to secure more.
19. The Astro Resurface fund is allocated to a seperate pot.

Headteacher’s Report (copy att)

20. Fire Evacuation - questions from governors’

- F Block Lift issue still unresolved how do disabled students evacuate? The stairwells are fire proofed for 5 hours, staff (LSAs) are trained to assemble with students and await further instruction as to use of evac chairs depending on which building has the immediate danger/fire.
- Planning lessons for students who require use of lift outside of the new building is not possible and goes against the schools inclusive ethos.
- The school has sought advice from WSCC Fire Service with regards to the safest evacuation and accountability of students.
- Governor's request consideration is given to creating a whole school muster point at the front of school.

21. Student Recruitment

- Governors are pleased to learn the allocated intake for September 2020 has increased in line with PAN and will be achievable by 2021 (three year trend in first preferences is 205, 217, 249).
- Governors’ recognise the efforts of the school and staff to increase positive feedback through the various work in building confidence in the community.

22. Behaviour and Exclusions

- Discussions took place around the extensive amount of the evidence provided for the Governors’ Disciplinary Committee meetings - governors were informed of the legal requirements to ensure a full case history is provided.
- Governors feel it is important to identify the cost of interventions and were satisfied it is evidenced via provision mapping as well as in the school’s census.

23. Tracking and progress at Key Stage 3

HT demonstrated trend lines on a board, to show how students are tracked over time using measures based on prior attainment at primary level. Refer to tables on the report.

New terms being used are as follows :

Working towards	(Below)
At expected	(At)
Exceeded	(Above)

24. There were no further questions from the governors.

25. Latest KS4 Data summary to be made available on the GVO

ACTION: CLERK

26. Link Governors **resolved** to review KS3 data as well as KS4 and KS5

ACTION: Subject Link Govs

27. A discussion around primary schools and SATs took place giving governors more understanding of the standardised scores.

WSCC SIP Adviser Report Autumn Term 2019 (copy att)

28. Governors' received a copy of the report ahead of the meeting. There were no questions.

29. Governors' were **pleased** to see the Local Authority judgement is 3a.

30. The CoG extended the board's gratitude in recognition of the hard work from the HT and his team to gain this grade and requested their thanks be shared with all staff.

ACTION: HT

31. CoG requested that Governor training on the Curriculum to be arranged for the next meeting.

Whole School Development Plan & SEF (copy att)

32. Governors received a copy ahead of the meeting. The HT advised the revised Key Priority point 5 had been amended to be inline with point C of the areas for improvement identified in the June 2019 Ofsted report (draft).

33. Governors **considered** that the key priorities on the Governing Body Action Plan should be in line with those of the SDP. and **resolved** to **amend** accordingly.

Governors' Action Plan

34. **Link Governors' reports** shared ahead of the meeting, acknowledged as proof that the school is continuing to strive to be a good school.

35. Link Governor for Off Site Visits reported on several meetings taken place to ensure activities are policy and procedure compliant.

36. **Governor Training** - Governor's proposed delve deep into Curriculum, Safeguarding and Progress being the top three items Ofsted will probe them on.

37. Governors were reminded that Positive Psychology training is available to all governors and staff on Friday 28th February. (AM).

38. Governors were also reminded of the opportunities available to them under the schools SLA agreement for free training set out in the **Termly Governor Briefings** and with the regular emails received from Governor Services.

39. Special consideration to be given to the

- IDSR training 'Ofsted Readiness'
- Statutory Duties - To ensure the governing board are fulfilling their statutory duties Training available
- Equality Act 2010 - to ensure the board are fulfilling their statutory duties in relation to the Equalities Act and have evidence of this. Training available

Safeguarding

40. Governors who have not already completed the Hays online training are requested to do so by the next FGB. (please follow links via email sent to you)

Report on Racist incidents

41. A copy of the summary report for WSCC is attached to the minute book. Governors are satisfied that the number of instances reported are increased due to the effective reporting systems now in place.

Policies

42. Governors ratified the Assessment Policy

43. Governor visits policy - deferred to next fgb

ACTION Agenda item

44. Governors ratified the Staff Induction Policy on the proviso that the school's values be included in the introduction.

45. Governors were satisfied with the school's minibus procedures with the following information to be added:-

- Post arrival - *Direct instruction as to where/who to return the keys once the vehicle is returned to the school site.*
- LNC Specific minibus - *Ensure staff are fully trained on the use of the tailgate/hydraulic platform prior to use*

AOB

46. Governors' acknowledged the Littlehampton Gazette's piece on the school's Official opening of the new building and facilities and were pleased to report the event a great success.

47. The Chair wished to raise awareness of the governors across the school and its stakeholders. Governors agreed to write a brief piece about themselves and supply a photograph for a 'Who's Who' Board to be placed on the website, Reception and Staffroom. **ACTION: CoG & SGR**

48. Governors asked for an update regarding County's survey on required building repairs to E Block - HT confirmed that County will cover costs along with an insurance claim to rectify issues with the roof, windows and doors - timeframe to be confirmed, however, work proposed to be completed by the end of the school year.

49. Mrs H-S thanked the HT on behalf of the Angmering Parish Council for promoting the Neighbourhood Plan Review by sending emails to all parents which has provided a positive response.

Next FGB Wednesday 26th February 2020 - Apologies received in advance - Mr Mountain.