

**At a meeting of the Full Governing Body held on Wednesday 22 March 2023 At The Angmering School.**

**PRESENT:** Mr Liley (HT), Mrs Hamilton-Street (Chair), Mr Gisby, Mrs Young, Mr Kingsley, Mrs Mitchell, Mrs Scales, Mrs Thomas. Mrs Dyson (BM), Mrs Cankalis, Mrs Genge, Miss Ringer, Mrs Charlesworth, Mrs Beeby.

**ALSO PRESENT:** Mr Whatford(DHT), Mrs Kelly (AAST)

**APOLOGIES:**

1. Apologies were received from Mr Fielder, Mr Smith, Miss Brooks, Mrs Knox, Mrs Nolan in advance of the meeting and were **accepted** by the board.

**DECLARATIONS OF INTEREST**

2. There were no declarations.

**MEMBERSHIP MATTERS**

3. The Chair welcomed and introduced new Parent Governors, Mrs Cankalis and Mrs Genge
4. Mrs Beeby was also welcomed and introduced as a new Co-opted Governor
5. Mrs Charlesworth and Miss Ringer were welcomed and introduced as Associate Governors.
6. The Chair invited all governors to attend an informal get together at 5pm on Wednesday 19th April for tea and cake to get to know each other.

**URGENT MATTERS**

7. There were no urgent matters raised.

**KEY STAGE 3 QUALITY OF EDUCATION**

8. Mr Whatford (DHT) presented his slideshow (handouts were given copy att.) on Assessment and Curriculum and explained the whole school improvement plan. The following questions were raised and answered:
  - a. **Regarding Skills and Knowledge, how do senior leaders know that the staff have implemented this in the pathway?** *Around 50-60% of departments have developed an explicit pathway, gradual incorporation and shared practice will ensure it is implemented across all departments and be in place by September, supported in line management meetings.*
  - b. **How do you know which subjects are proficient?** *IT is identified through line management and headship team learning walks along with the data produced.*

- c. **What underpins this in the classroom with the student and what is in place to reference this?** *Learning Journeys are placed in the front of the students exercise books and referred to regularly with Questioning, Delivery and instruction creating modelling and scaffolding on to the learning journey. Literacy is also incorporated into this*
- d. **Least developed are those where the subject or subject leader are new to the school.**
- e. **Headship team are currently coaching the English department to make changes in KS3 &KS4**
- f. **Geography is an example of best practice and the Head of Department is working closely with MFL to support and incorporate by September**
- g. **Governors asked how the learning journey is used to understand the impact of learning?** *Teachers in lessons will ask students to recall their learning, best areas from previous week, month, year to identify clear understanding. There are some subject areas where this is still a work in progress, and the school recognises around 50% requires more work to embed these practises.*
- h. **Are Disadvantaged Students (PP) tracked and identified for specific intervention?** *Yes, specifically by the Headship team member who oversees disadvantaged students. (CRA)*

**ACTION:** Clerk to

share acronym guide to new governors.

- 9. The Chair confirmed it would be a useful piece of work to include KS3 & KS4 Learning Journey specific questions for Subject Link Governors to cover in their visits and identify the use and understanding of 'softer' language. Mr Whatford was thanked for his presentation and left the meeting.

### LITERACY DEVELOPMENT

- 10. Ms Kelly (ASHT) presented her Literacy Update - March 2023 (copy att) identifying the intent - '***A child leaving school with a word hoard of 50,000 words would possess the tools to thrive in school and beyond.***
- 11. The school has identified that due to the Covid Lockdown there is a huge gap in reading and writing, please see the handout for the objectives, current situation identified and forward planning. The following questions were raised:
  - a. A general discussion around **How the school can reach out to parents to encourage students to read, and if the barriers can be identified to engage more students in reading of different formats rather than fiction as directed at DEAR time.** *It was suggested that the school build a parent partnership to develop interaction, supporting parents and children's learning and understanding about the need to know 50,000 words , although acknowledging that some students do not or cannot read. It was also suggested that parents are invited in at the end of the 6 week course of 'Ruff reading' (read to a dog) programme to hear their child read.*

- b. It was also **agreed** that supporting teachers with grammar was an avenue to explore, recognising that a lot of correspondence goes out unchecked due to the use of email.

### **LITERACY POLICY**

12. The governors **agreed to ratify** the Literacy Policy.

Ms Kelly was thanked for her presentation and time, and left the meeting.

### **FINANCE** The Business Manager (BM)

13. **SCHOOLS FINANCIAL VALUES STANDARD (SFVS)** was reviewed and slightly tweaked around the MIS Bromcom as there has been around 5 months whereby finance has been impossible to report on. The SFVS was **agreed** by the board and **signed by the Chair**.
14. **THREE YEAR BUDGET** The BM gave a brief overview of the requirement to annually review a 3 year budget, as a legal requirement, however, governors must be mindful that this is not an accurate tool for predicting. Currently the forecast is looking at a deficit of £180,000 with £900,000. for the following year - bearing in mind staff costs tend to make up 90% of the budget. Governors were **concerned** about the figures, but were informed all schools are in a similar situation. Governors **resolved to sign off the 3 year budget and to watch closely, each month budget monitoring figures**, shared by the BM.
15. **Governors noted It is important that WSCC see and understand that the funding for schools is not sufficient.**
16. **BUDGET MONITORING** (February figures shared and filed on the GVO copy attached to the minutes) a quick projection for the end of the year, taking into account any known costs - minibus & tractor leases, fuel, phones, post, exam fees and any banking reimbursements. If we add in expected cost for gas & electric for January (only), I think our revenue balance will just about break even, we might be slightly over. Normally I would also accrue for February gas & electric, but I think this would be in the region of an additional £45k and would put our revenue budget in deficit. I therefore propose not to accrue for these. This will still leave any Capital, Lettings, plus Accumulating Fund. Other Costs balances will be transferred at year end. Again I do not know if WSCC springs any last minute charges on us at year end. Any Letting's income balances will support next year's budget. Final budget will be reconciled after salaries come down next week. BM will be mindful of minus in the pot when she starts writing next year's budget. There were no questions and the Chair thanked the BM for her time, the BM left the meeting.

### **REPORTS TO GOVERNORS**

17. **HEADTEACHER'S REPORT** (copy att) - key points to update since the report was shared:
  - a. MFL teacher, typo in report, surname should read Tapp.
  - b. Current vacancies update;

1. Advert for Maths Teacher - yet to receive any applications.
2. Lots of interest in the PE post.
3. Interview for AHT English lead are tomorrow, very strong field of candidates
4. KLA has been successful in becoming the Team Leader for the Curriculum admin team.
5. PGCE apprenticeship positions are a 1 year contract to train, salaried, with a 50% teaching timetable for the first term progressing further as the year progresses. We have advertised these in shortage subjects.

- c. Student Numbers - Down by 8 since December, Published Admission number (PAN) for September 2023 is 270.
- d. Food room refurbishment application to WSCC has been rejected as currently functional.
- e. Section 106 (now known as CIL) money, A year since our first application, and despite several requests to WSCC's Graham Olway and Paul Wagstaff, and our local county councillor Deborah Urquhart, still no funds have been released by WSCC. Chair is writing to the Director of Children's Services and the Director of Education, if still no response the board is to consider taking the next step and going public

**ACTION**

**Chair and HT**

18. **Year 11 Mock Outcomes** The HT reported concern about the progress of Year 11 students this year. The impact of poor attendance has been very marked, and this is especially true for the group of high prior attaining girls within the year group; which is having a disproportionate impact on our Progress 8 figures. Every subject team has a clear intervention plan in place but the response from students has been significantly less positive than it was pre-COVID. Attendance to after school booster sessions has been poor and responses from parents have been less supportive than previously. Both English and science are reporting significant concerns around the motivation and progress of middle prior attaining students in particular. It was noted that English and Science progress is a serious concern. Maths however, having started their intervention earlier, appear to be more on track. KS4 lead for Science is being done by JMX from the Summer term, who will focus on raising outcomes for year 10 as a key focus for the coming year. Question raised: **there appears to be a disparity between the number of entries, showing less entries for sciences?** - *This is because there is an entry level science course some students study, which is more suited to some students with module learning over the two years in key stage 4.*
19. **Governors asked whether WSCC has completed its survey on Education & Skills Strategy and what schemes will be introduced?** - *Paul Wagstaff and Nigel Jupp at WSCC have yet to share their model.*

20. **GCSEs Have specific parents been asked if they are supporting students to attend their GCSEs?** *Yes, parents of the vulnerable students have been made aware that there are separate rooms with invigilators who know how to manage anxiety, and feel confident these students will take their exams, but are well aware they will no doubt underperform due to lack of attendance to class.*
21. **Governors asked if there was focus on different subjects?** *As there is no budget beyond the current pastoral and counselling budgets, we as a school spend more than other schools in this area, as it is believed that the bedrock of students being happy in schools starts in this area. We have budgeted for two Youth Worker degree courses, on apprenticeship with a local university to enable us to have our own in hours Youth Workers.*
22. There was a **discussion** among the governors around working together with parents to improve attendance to enable them to get the best outcomes for their children. The HT **confirmed** that parents appear to be less bothered about the lack of attendance or delay in sitting GCSEs.
23. **Attendance.** Year 11 girls attending less than boys, at 85.8% 0.9 below national any off site education counts as absent, there has been a big drop in attendance due to anxiety of mainly female students.

### **SCHOOL IMPROVEMENT PLAN (SIP)**

24. The SIP document is live on the GVO, the HT explained the rag rating;
- Red = incomplete/no impact
  - Amber = in process
  - Green = in place

It was noted that there were two senior members of staff yet to rate.

25. Will review in June and July to set the priorities for September
26. It was **noted** that last year's concern around positive community links has improved.
27. It was **noted** that this years **Y11 outcomes are of concern.**
28. PTA is still to be created, it was agreed that the Chair and the Parent Governors will look a this for September
29. ACTION - ensure SIP is on the next agenda **ACTION CLERK**

### **MINUTES AND MATTERS ARISING.**

30. Minutes of the Full Governing Body meeting held on 18 January 2023 were approved and signed by the Chair as a true record of the meeting.
31. There were no matters arising.

### **CHAIRS ACTIONS**

32. There were no Chairs actions

### **NEU STRIKE ACTION - update**

33. The HT informed the board that the government and the union are talking around the table, but at this point no agreement has been reached.

### **DISADVANTAGED STUDENTS**

34. Governors were reminded that this live document was available on the GVO, by following the link on the Agenda. There was nothing to report at this time.

### **MIS BROMCOM - Update**

35. Bromcom would like to consider all is ok with the system, however as a school we believe that this is not so, and a full support system should be in place.

### **SAFEGUARDING AND CHILD PROTECTION**

36. There were no safeguarding issues to raise.  
37. Mr Kingsley has now become the link governor for Safeguarding and will meet with the DSL termly and report to the board.

### **LINK GOVERNOR REPORTS**

The following link reports were acknowledged as read and comments raised as follows

38. **Curriculum and Careers** JGI - The governors commented on the phenomenal success of the recent Careers Fair, recognising that there were over 2000 visitors. All provider feedback was excellent. It was recognised that Mr Bowles did a fantastic job. The Chair resolved to write a thank you note on behalf of board members.

#### **ACTION Chair**

39. **Science** LYO  
40. **H&S Inspection reports** NHS  
41. **MFL** LYO It was acknowledged that the lead of MFL has made a very positive start.  
42. **Careers Fair** JGI  
43. **Safeguarding** NHS/SKI  
44. **Behaviour & Pastoral Support** NHS  
45. **Health & Safety & Sites** NHS It was noted that there should be evidence of evening risk assessments TLA will filter advice to departments going forward.  
46. Governors **asked** if the need for an outdoor canopy was a H&S requirement? - *WSCC does not recognise this as an argument and therefore it is not a priority.*  
47. Exam season and pigeons in the Sports Hall causing delays, was raised as a concern. The HT is confident his Sites & Buildings Team have solved this issue.  
48. Governors were **reminded** to get their Summer Term visits arranged and share link reports with the clerk for the HT's comment in time for the next meeting.

### **ADVENTUROUS/OVERNIGHT/OVERSEAS TRIPS**

49. The following residential trips have been approved by the Chair

i May 2024 - 6 day Sport Tour to Lloret de Mar Spain for years 7-10 at a cost of £660.00 per student.

ii June 2023 - 2 day Bath University for years 11-13 to see Careers opportunities - there is no cost to students for this trip.

50. Governors were **informed** that the travel company has cancelled next year's Battlefields trip planned for years 8&9 due to being unable to secure the required transport. The school will seek an alternative provider for the following year.
51. There was a discussion around how students were chosen to attend trips, particularly the popular oversubscribed trips - it was confirmed that the attendees for trips are picked from a ballot system. Governors volunteered to pick from the ballots if issues arise.
52. Governors were thanked for their participation in attending the trips - places for helpers are filled on a first come first serve basis.

### **ACADEMISATION**

53. The HT confirmed that the working group had created a list of questions to put to academy trusts as a starting point.
54. The HT, Chair, and DHT attended a recent Academisation 'Speed Dating' event at Fontwell to gauge and shortlist 4 trusts to take forward and have detailed conversations with and establish a purposeful document for the working group. Visits to the academies will also take place to see if what is being said is reflected in the day to day presentation of the school within the Trust.

### **GOVERNOR TRAINING**

55. A reminder that the new training links, previously shared, have a wider range of training modules for governors to complete online, certificates please to CMI and ENO to add to our records.

### **POLICIES**

56. Attendance Policy - Governors **ratified** the policy
57. SMSRC (Social Moral Social Religious Cultural) Policy **No changes** Governors **ratified** the policy
58. Teaching & Learning Policy **No changes** Governors Ratified the policy
59. Literacy Policy Governors **ratified** the policy earlier in the meeting.
60. Curriculum Policy - under 'Outcomes for students': Who is the intended reader, and would they understand the use of the word 'Agency'? (Page2) The HT resolved to reword this, governors **ratified** the policy with the understanding that satisfactory language understood by the stakeholders will be made

61. Mobile Phone/Technology - Should the sanctions be explained in this policy? *This policy sits with the Behaviour policy, sanctions are listed therein under refusal to comply.* Governors **ratified** the policy

**NEXT FULL GOVERNING BODY MEETING**

62. Wednesday 24th May 5-7pm  
63. Getting to know new governors meeting will be on Wednesday 19th April at 5pm tea and cake provided.

Meeting closed at 18:57hrs