

**At a meeting of The Angmering School Governing Body on 31st March 2021 18:00hrs**

**Present:** Mr Fielder (Chair), Mrs Hamilton-Street, Mr Liley (HT), Mr Street, Mrs Mitchell, Mr Smith, Mrs Thomas, Mrs Wollam, Mr Beaney, Mr Gisby, Ms Rush

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

**Apologies:** Mr Hamilton-Street, Mr McLelland

1. Apologies were accepted. Mrs Kettink did not attend the meeting.

**Declaration of Interest:**

2. There were no declarations of Interest

**Membership matters:**

3. Following introductions, the Chair welcomed on behalf of the board, Ms Rush, Mr Gisby and Mrs Wollam as Co-opted Governors to the board filling the current vacancies.
4. The Chair reported that Mr Cayless has resigned his position as Governor and Vice Chair of the board with immediate effect. Leaving a vacancy for a co-opted governor.
5. The board voted unanimously for Mrs Hamilton-Street to become Vice Chair.

**Chairs Actions**

6. There were no Chairs Actions

**Urgent Matters**

7. There were no urgent matters

**Minutes**

8. of the Full Governing Body meeting held 9th December 2020 were **approved** and **signed** by the Chair with no matters arising.

**Minutes**

9. of the Extraordinary Full Governing Body meeting held 3rd March 2021 were **approved** and **signed** by the Chair with no matters arising.

**IT Equipment Donations**

10. Governors were informed that two companies, Store Property UK and Travel Places, had donated a total of 21 new Chromebooks to the school to aid disadvantaged students' home learning during lockdown. Governors **requested** a letter of thanks be sent from the board to each company. It was also noted the school has received several donations from individuals of second hand devices. All devices have been loaned to students. **ACTION Clerk**
11. Mr Smith shared with the Clerk the tracking sheet for students who require either access to the internet or a device to work on – the breakdown is as follows:

Year group	No Students requiring a Device or Internet access
7	32
8	26
9	43
10	48
11	58
12&13	20

12. The Chair requests the board continue to promote the need for more donations, and will pen a letter to send to local companies. **ACTION CHAIR**
13. A discussion around opting into purchasing devices for all students via a hire purchase scheme were discussed. The HT will gauge parental views via a survey in the near future. Update required at next meeting **ACTION HT & Agenda item Clerk**
14. Governors questioned how a device impacts on the student's learning - The HT confirmed that the devices have given the students strong teaching and learning experience during home-schooling, however, acknowledging that they do not replace the benefits of classroom learning.

### Data Academic Review

15. The HT reported the headline figures as laid out in the Headteacher's Report (see attached, presented in advance of the meeting)The Chair reminded the board of the importance to consider the data and ask probing questions to be captured in the minutes.
16. Governors were also informed that whilst figures in 2017,2018,2019 create an average, under controlled examinations results, there is no formula for 2020, which is not comparable with 2019. Results for 2021 need to be in line with **2020** figures with the expectation of half a grade higher than 2019.
17. Governors are aware that the areas of concern are SEND K and MFL, although the data is improving, there is still a considerable way to go. Governors **agreed** to view the outcome data and ask critical questions. **ACTION ALL**
18. Governors were informed the data will be submitted to the examinations board by 18th June. Year 11's last school day May 28th
19. The HT explained his frustration regarding the clear improvement in results over the past three years, not being able to rubber stamp officially, as Ofsted will not be able to view data from 2020 and 2021 in their inspections. He also explained that there is a small window of opportunity in the 2nd half of the **Summer** term to receive a Section 5 inspection.
20. Questions raised by the governors:
  - o How is improved data evidenced? = Academic reviews held each term to measure in year achievement. HT acknowledges that there will be gaps in some curriculum knowledge moving on to the next stage of education.
  - o School is putting in place good support for disadvantaged students' who may have suffered lapses in education during lockdown.
  - o Maths P8 figures (in the data report) read identical - how likely will it be the same each year? - HT not likely, but a coincidence in this instance.
  - o MFL being a weak area, what are the HT's views given staff changes due to impending maternity leave? - HT confirmed successful recruitment of a languages teacher. HT is confident that with the specialist subjects fully staffed and the engagement of the external support consultant the department work changes in place will begin to bear fruit.
  - o MFL student engagement has been varied due to strong versus weak teaching.
  - o MFL options taken at GCSE and A Level have been low, the school does not force a language option in KS4.
  - o Year 13 outcomes are based on attainment measures - the ALPs results in line with previous years. There will be work looking at individual students mentoring those who appear to be coasting.

### Budget

20. Points to note attached to the minutes. The following questions were raised:
  - Additional costs due to Covid - governors expressed concern that the school was unable to claim back the £50,000.additional expenditure. However, they acknowledged that the receipt of £32,000 to run the testing site was some recompense due to the fact that the good nature of staff and volunteers who helped with testing, saved further expense. Further savings have been made due to not requiring invigilators.

- The Chair acknowledged over 50 volunteers who assisted with the testing centre and thanked the governors involved for their time. - it was noted that the school need to grasp the concept of volunteers going forward, to benefit the school both financially and community wise.
- Another additional cost saving has been within the Year Team Leadership roles with Mr Smith commanding two year groups for the remainder of this academic year.
- The Chair, on behalf of the board will pass his thanks to the Business Manager for her work in maintaining the balanced budget.

21. The Chair **proposed** to invite the Business Manager to become an Associate Governor of the Board of Governors to the Angmering School - they would have no voting rights, but be expected to attend a minimum of one meeting per term.- The board **voted unanimously** to invite Mrs Dyson to become an Associate Governor.

### Reports to Governors

22. HT's Report attached to minutes questions/comments raised as follows

01. **Premises** - HT confirmed no further update available following the governors' **request** for an update regarding the ongoing dispute between the developer and WSCC concerning the lift in F Block
02. HT **confirmed** there is no further funding available from WSCC for securing the staff car park with fencing to further secure the entrances to the LNC. Mrs Mitchel **confirmed** that there are **no security concerns** in this area.
03. HT **confirmed** that all Evac Chairs for F Block have been obtained and situated on each floor of the building, complying with Fire Safety regulations.
04. Chair wished to recognise the immense amount of work that the Sites and Buildings Manager has been able to obtain from WSCC to improve the site over the past year with little cost to the school.
05. **Staffing** - HT heads up the recruitment process and reports that he is pleased with the appointments made.
06. Governors enquired after the recently appointed 6th form manager post being advertised again. HT explained that the member of staff recruited last October has found employment closer to home.
07. **Staff Wellbeing** - Governors' **acknowledged** that the Ofsted Staff Survey was positive, and asked how support across the school has been achieved - HT explained that there is a wealth of communication for staff, which in turn has forged support for each other across all levels of the staff structure. HT communicates clear, simple and timely messages twice weekly to all staff, via a loom video, and via weekly written messages to parents and students.
08. When asked what elements would be kept next year, the HT confirmed the level of communication has proved invaluable to staff wellbeing, along with conversations with members of the HST would remain, but face-to-face staffroom briefings have been missed and will look forward to reinstating when restrictions are lifted.
09. HT confirmed plans to keep the Year6 Induction process online, and are looking into virtual parents' evenings.
10. It was noted that teachers leaving students 'voice notes' on google classroom to individual students has been a boost for students' wellbeing. Governors would like this to be rolled out across the school curriculum. HT confirmed a training aid document will be shared with all staff at the beginning of the Summer Term.
11. There is consideration to offer Booster sessions online from 4.30pm as it is believed participation will be more successful.
12. **Student numbers** - HT confirmed numbers lower than PAN as a smaller cohort, this is evident across the area.
13. **Student attendance** - Under the guidance of DfE the disadvantaged students attendance figures have taken a hit despite students actively accessing remote

learning. A significant number of students with EHCP not attending Key Worker school were agreed by families social workers or for medical reasons deemed to be in the best interests of the student.

Year 11 attendance has been impacted due to 4 students with emotionally based school avoidance issues, all have support plans in place via blended learning schemes.

14. **Curriculum update** - It was noted that Spanish, 1 Group had been omitted from the report
15. Also noted was the fact that the demand for Photography at A Level is growing making the offer more viable.
16. School staff allocations of **sixth form teaching** rotate in subject areas and are not ring-fenced.
17. **Student Behaviour**- Governors **asked** how behaviour has been since lockdown restrictions have been lifted; the HT confirmed that the majority of students were happy to be back, that behaviour overall has been very good, in the main, due to the staggered breaks to maintain year group bubbles. There are a small number of students who have not behaved well enough.
18. Standards Cards have run less smoothly than pre covid due to the restrictions placed, some staff are perhaps a little reluctant to follow the more time consuming new procedure - there will be a review to this plan next term.
19. Governors asked if staff would be able issue 5 debits via class charts for misdemeanours ordinarily marked on a Standards Card? - HT will take the request to is Headship Team (HST) **ACTION SLI**
20. HT reported that there was no benchmark for exclusions comparable with other schools due to lack of sharing this information.
21. Overall, the school is getting better at reducing the number of fixed term exclusions.

#### Spring Term SIP Report -

23. Governors acknowledge the detail in the attached report.

#### Caterlink Contract

24. Caterlink contract expires in August 2021 and due to Covid restrictions, Governors' **resolved** to **request an extension** to the current contract by one year to enable governors and the school to look into alternatives and engage in a tender process without time constraints. MR Smith and the Chair will liaise directly with the School Business Manager and report to the board at the next meeting

**ACTION: Chair & SM**

**ACTION Agenda Clerk**

#### Pupil Premium/Disadvantaged Students

25.. Mrs Hamilton-Street reported on the current work with an external consultant reviewing the schools process and practices in place for disadvantaged students and was pleased to report that following two meetings, the consultant was complimentary of the school's strategy. She noted that the Senior Leadership Team driven by 3 HST members have innovative ways to engage the students.

26. **Point to note:** Governors' need to understand how Pupil Premium money is spent and ensure it is evidenced appropriately. There were no questions raised.

27. Next PP review with the consultant is 29th April 2021

#### Staff Survey

28. Agenda Item from Sept 2020 for Spring Term –**Governors' resolved** to postpone to the second half of the Summer Term due to a recent Ofsted staff survey completed.

29. Confirmed they would diarise twice yearly surveys.

30. HT confirmed the Union Reps approval of a staff survey.

31. Governors created a working group to create a set of questions for the board to approve at the next meeting

**ACTION JST JG CMI**  
**ACTION agenda Clerk**

### **Governing Body Action Plan**

32. The Chair and Vice Chair have been working on a revised plan and will present the draft at the next meeting, ahead of the Planning meeting scheduled for July.

33. The Chair reports that to date, he has yet to receive a response to the letter the board sent to Lucy Butler, Executive Director of Children's' Services and Learning.

34. Governors acknowledge the content of the Link Governor Reports: (Autumn Term)

- H&S Report LH-S
- English RC
- Wellbeing Focus Group NH-S
- Pay Committee RC

35. Link Role Review - Governors **acknowledge** the link roles and responsibilities and the requirements to understand the data and ask critical questions. - attached is the revised Governor Link Roles and Strategy agreed by all governors present.

36. Mrs Hamilton-Street **confirmed** a training course understanding HT's Performance Management has been booked and will join Mrs Thomas and Mr McLelland on the **Pay Committee**.

37. WEBSITE working Party update - following a meeting with those involved, the Chair reports that there are some 'quick wins' which will take place immediately, and that a plan will be implemented to further improve the site.

38. SFVS – working party to meet 1 per term with the school's Business Manager, Mr Hamilton-Street and Mrs Wollam kindly **agreed** to lead on this.

### **Governor Training Review CMI**

39. Mrs Mitchell confirmed that there have been some good training courses taken up and completed. However, some governors' have yet to evidence any training. Please remember to forward your completed training certificates to both Mrs Mitchell and Mrs Nolan (Clerk)

40. Governor Group Training to be diarised on the Action Plan

**ACTION NH-S**

### **Safeguarding**

41. Nothing to report on Safeguarding at this time.

### **Hate Crime Reporting**

42. Autumn Term Summary (see attached) **it was noted that** WSCC have developed a new online Victim Support Reporting system to replace the original paper source. The system developed in school has delegated one staff member to report the victims' details to WSCC.

43. A governor **raised the question** of the summary total being a true reflection of incidents within the school environment, the HT confirmed, it's a true reflection of what is reported to staff - staff have received training on recognising hate incidents and how to proceed when informed of an incident.

### **Policies**

44. Anti-Bullying Policy **Ratified**

45. Teaching and Learning Policy **Ratified**

46. Governor Visits Policy (BMc) Draft has been issued today to the Chair and the Clerk, and will be added to the next meeting's agenda

**ACTION CLERK**

47. Attendance Policy **Ratified** - Highlighting that the governors' are responsible to agree targets for attendance at a full governing body meeting.

**ACTION include in AP NH-S**

**AOB:**

48. PE asset disposal Mr Smith reported items were disposed of appropriately.

49. HT reported on a recent Data Breach (Google Form set up incorrectly) which has been reported to the ICO and the school is currently awaiting a response.

50. As a courtesy, the HT notified the board that a HST member is completing a Masters Degree and will be using anonymised school data.

51. Mrs Hamilton-Street is happy to report that the school has engaged Concordia NCS for Years 11 and 13 acknowledging it is good for the students' CVs.

**Next FGB meeting – Wednesday 19 May 2021 6pm Room to be confirmed.**