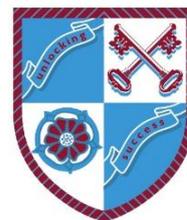


Warblington
School

Warblington School

Meeting Minutes

from a



Warblington
School

Full Governing Body Meeting

Date	Start Time	End Time
11 th July 2018	5:19pm	6:35pm
Present	Apologies for Absence	In Attendance
Karen Arnold	Claire Blundell	Jane Wood (<i>Assistant Head</i>)
Nicholas Bennett (<i>arrived 5:40pm</i>)		Jackie Lowe (<i>Assistant Head</i>)
Ian Crabtree (<i>Chair of Governors</i>)		
Dave Dowland		
Kathy Gunn		
Pippa Horne		Vanessa Knight (<i>LA Clerk</i>)
Campbell McMurray		
Marcia Nguyen		
Robert Page		
Matthew Russell		
Daniel Stroud		
Julia Vincent (<i>Headteacher</i>)		
Louise Warren		
		Absent
		Philip Freed

Item	Subject	Action Lead
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1. Welcome

The Chair of Governors (CoG) opened the meeting, thanking everyone for their attendance.

Pippa Horne was welcomed to her first meeting as newly elected staff governor. Grateful thanks were passed to her predecessor, Cara Chambers, for her term as staff governor.

Apologies were received and accepted from Claire Blundell.

2. Declarations of Pecuniary Interest

There were no declarations of pecuniary interest relating to items on the agenda.

Signed: _____

Date: _____

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3. Minutes of the Last Meeting

The minutes of the FGB meeting held on 15th May 2018 had been previously circulated. Governors agreed that the minutes were a true and accurate record of the meeting and they were duly signed by the Chair.

4. Actions from Previous Meeting(s)

November Item 5(b): Karen gave an update: A meeting had been held on 23rd May to discuss fundraising ideas. Various proposals for events had been made. It was agreed at that meeting that a more formal strategy would be put together to go forward. The Head suggested that liaison was made with Hilary Parry, who led school communications. Further updates would be given as work progressed. **Action Complete.**

November Item 7(c): Mentors/mentees conversations continued. It was agreed that this mentoring/shadowing system worked well for new governors and helped them gain confidence. No specific training issues had been raised. **Action Complete.**

March Item 8(b): Safeguarding documentation had been circulated to all governors prior to the meeting. See Item 6 below. **Action Complete.**

March Item 10: Terms of Reference (ToRs) had been reviewed by committees in time for adoption in new academic year. See Item 8 below. **Action Complete.**

May Item 5: See Item 5 below for GB Training. **Action Complete.**

May Item 7(a): The Head confirmed that all GDPR documentation now referred to the DPO rather than a named individual. **Action Complete.**

May Item 7(b): See Item 7 below for annual reports. **Action Complete.**

5. Governing Body Business

GB Membership

The Head would be stepping down from the GB as she was leaving the school at the end of term. She would likely be replaced by the Headteacher designate. If the new Head decided not to be a governor, that position would remain open as it could not be filled by anyone other than the Headteacher.

Dave Dowland had tendered his resignation to the Chair with effect from after the meeting as he was moving abroad. His hard work and contribution to the successful governance of the school was thanked by the Chair on behalf of everyone.

The Clerk therefore reported two vacancies: one co-opted position and one for a parent governor. The Chair had received some interest for the co-opted vacancy and he would arrange a meeting with that potential governor in September. It had been agreed at a previous meeting that the election for the parent governor vacancy would take place in the Autumn term in order to include the new Y7 intake.

The Clerk offered to create a ‘flyer’ for the school to send out to parents advertising the parent governor position. This would be an attempt to generate interest from all sections of the parental community.

Clerk

GB Training

Dave Dowland, as Development and Training Governor (DTG) gave governors an update:

Signed: _____

Date: _____

Item	Subject	Action Lead
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- Main training carried out by governors over the past year had been inhouse;
- Consideration should be given as to whether Governor Services’ training was value for money when renewing the SLA in April;
- Whole GB training must be booked as soon as possible. Governors should review course content and availability and agree a suitable topic at the next FGB meeting;
- A replacement DTG was required as he was leaving.

**All/
Clerk**
(for agenda)

The Chair thanked Dave for coordinating training for governors and the work he had carried out as DTG.

There were no immediate volunteers to take on the role of DTG. The Clerk was able to book courses as/when required but a DTG is recommended to develop the skills of the GB. The Chair stated this role would need to be filled at the next FGB in September.

6. Safeguarding

Safeguarding Audit

The Head reported that this was complete and had been reviewed by herself and three governors. However, there had been some recommendations for minor changes during that review and it was therefore not finalised for approval by the full GB. The Head agreed that this would be completed and returned to governors for the next meeting in September.

**Head/
Clerk**
(for agenda)

Safeguarding Documentation

- **Safeguarding Policy:** The Head explained that the Safeguarding and Child Protection policies were now one combined policy. This had been circulated to all governors prior to the meeting for review. There had been many changes and along with the updates to Keeping Children Safe in Education (KCSiE), it was agreed that governors should take further time to read and understand the policy. The policy would therefore be returned to governors in September for approval.
- **Keeping Children Safe in Education (KCSiE):** A number of updates and changes had been made to KCSiE, including sexual exploitation and harassment. The Head explained how self esteem and inappropriate behaviour as well as the wider issues were embedded in the curriculum. The updated version of KCSiE, available online at a link previously circulated, would be implemented wef 3rd September.

**All/
Clerk**
(for agenda)

The Clerk reminded governors that safeguarding is a significant statutory responsibility for governors and all staff who work in education settings. The key document that all governors must read is: Keeping Children Safe in Education. This is statutory guidance from the DfE and is regularly updated so it is important to access it through the DfE or HCC sites rather than through a saved copy.

[At 5:40pm, Nick Bennet arrived at the meeting]

Governors were asked to read the KCSiE documentation alongside the school’s Safeguarding policy and, at September’s meeting, all governors will be asked to sign to state that they had read and understood their responsibilities under KCSiE.

**All/
Clerk**
(for agenda)

- **Behaviour Management Policy:** This had been circulated prior to the meeting for review. However, the Head stated that she would like to make some changes and add some further information. This would also be returned to the next meeting for approval.

**Head/
Clerk**
(for agenda)

Signed: _____

Date: _____

Item	Subject	Action Lead
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- **Attendance Policy:** This had been circulated prior to the meeting for review by governors. No changes were proposed and it was therefore unanimously approved for implementation.
- **Code of Conduct:** This had been circulated prior to the meeting for review by governors. No changes were proposed and it too was unanimously approved for implementation.

7. Headteacher's Report

The Head's written reports had been circulated prior to the meeting (*copies with agenda*).

The following points were highlighted and discussed:

- The Communications Faculty (combining the English and MFL departments) was up and running with positive feedback. It was suggested that the faculty leader (Mrs Whitely Fuller) was invited to a governors' meeting next year to give an update. The C&A committee would monitor this.
- Support plans for two pupils with challenging behaviour who were joining the school in September were anonymously shared with governors. This clearly demonstrated to governors the risk assessments made and the difficulties that came with supporting children with complex needs. Each child would come supported by two LSAs.

Governors asked the following questions:

? ***What is the financial cost to the cost of employing extra LSAs?***

They are fully funded by HCC.

? ***If they are funded by HCC, how will they be line managed?***

They will be managed by ourselves in the normal way.

? ***What is the knock-on effect of supporting children with these kinds of increased needs?***

Neither will be in the main body of the school. Their time will be spent in learning support on a reduced timetable.

? ***What curriculum will they follow?***

Initially, English and maths will be the basis of their part time timetable. We are already managing two pupils in a similar way.

- There have been no reportable racist incidents this academic year.
- A table showing unauthorised attendances for the academic year had been circulated. There had been 27 incidents and 20 fines issued. (*Full details are in the documents, filed with meeting papers*). The Head stated that the situation was not improving with the implementation of the fine system - parents were aware that it was cheaper to pay the fine and make the savings on holidays in term time.
- The annual pupil premium report had been circulated prior to the meeting (*copy filed with meeting papers*). There was a suggestion that pupil premium funding may not be ringfenced in the future and governors should therefore be fully aware of their responsibilities to ensure that funding streams were directed appropriately.
- The school was fully staffed in preparation for September.

Signed: _____

Date: _____

Item	Subject	Action Lead
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- Predictions for GCSE results was difficult due to the new gradings (1-9) and unknown grade boundaries. Results were due Thursday 23rd August.
- A report with a review of IT had been circulated prior to the meeting (copy filed with meeting papers). The school invested heavily in leasing hardware but this reduced the staffing costs and increased the reliability of support. It was agreed that this balance using a managed service, at a cost of 3.5% of whole budget, was the most appropriate for the school.

IT in the curriculum was developing very well. It was anticipated that a technical qualification award may be available for teaching in the near future.

- Inset Days for 2018/2019 were proposed and agreed as:
 - ◊ Monday 3rd September 2018
 - ◊ Friday 21st September 2018
 - ◊ Friday 25th January 2019
 - ◊ Monday 22nd/Tuesday 23rd July 2019 (*disaggregated*)

There were no further questions for the Head.

8. Committee/Governor Reports

Committee Terms of Reference (ToRs)

Five sets of committee ToRs had been circulated prior to the meeting. The S&PD, C&A and F&S committees had reviewed their own ToRs at this term's meetings and no changes had been proposed.

The Chair recommended that the minimum size for the S&PD, C&A and F&S committees was reduced to five members from seven, therefore reducing quoracy from four to three. This was unanimously agreed.

There were no changes proposed for the Headteacher Performance Review Panel ToRs or the Pay Committee ToRs.

Subject to the amendment being made reducing membership size, all ToRs were unanimously approved.

The Clerk would make the required amendments and pass to the school for publication ready for Autumn 2018.

Staff & Personal Development (S&PD) Committee

The S&PD committee had met 11th June 2018. Campbell McMurray, as Chair of that committee, gave governors a brief report from that meeting. A number of reports from senior leaders were discussed in detail as well as reflection on how to improve work/life balance.

The Chair wished it to be recorded that he, on behalf of the committee, was enormously grateful for the consistently invaluable reports and all the support Julia, Jackie and Jane had given to the committee. He wished them all well for the future.

The minutes from that meeting had been circulated to all governors prior to the meeting and are available on request.

There were no questions for the S&PD committee.

Signed: _____

Date: _____

Curriculum & Achievement (C&A) Committee

The C&A committee had met 19th June 2018. Nick Bennet, as Chair of that committee, gave governors a brief report from that meeting. The main focus had been a presentation by the maths leader, Robin Aylott who brought passion and energy to his subject. The committee were very confident in the future of maths within the school. Discussions also took place on exclusions and attendance along with reports from senior leaders and other departments.

The minutes from that meeting had been circulated to all governors prior to the meeting and are available on request.

There were no questions for the C&A committee.

Visits

No monitoring/SLT visits had taken place since the last FGB meeting.

The Chair reported that he had attended the Local Governors Conference on 15th June. HCC reported that the main governance concerns were (a) the gap between advantaged and disadvantaged children and (b) the shift to three-year GCSE courses. Governors needed to focus more on curriculum matters and understand the basis of how their own school's put together their own delivery.

Jonathan Peach, a presenter and speaker for 'Art of Brilliance' gave a stimulating and thought provoking interactive session on 'The Why Factor' daring to ask the fundamental question of why do you what you do? This linked in well with the final event of the day 'Making an effective contribution to Governance' delivered by Governor Services, which focused on understanding what each individual brings to the governing body and how information on individual skills can aid succession planning.

In regard to the curriculum, the Head explained that the school already started KS4 in Y9 to give pupils three years before their GCSEs. This enabled more time for revision and recall strategies to be implemented.

The Head added that Ed Whiffen, Assistant Head, was updating the school's curriculum status and the rationale behind it. It was suggested that he be invited to a meeting, either C&A committee or FGB, in the second half of Autumn term to present to governors.

The Head and Chair had attended the Havant Federation meeting on 9th July. They reported on two presentations: The Teenage Brain, which gave a fascinating insight into the development of a young person's brain and the impact this had on learning and behaviours and strategies that schools could use to manage learning at this time of their life. It was suggested that this would be a good topic for SCITT students. The second presentation described a new project that had been launched called "Include" which had been set up to provide a therapeutic approach to families who needed support. The head emphasised the deep need for such a project and the importance of the school supporting it.

9. Policies

Safeguarding policies had been discussed at Item 6 above. There were no further policies for review at this time.

10 Next Meeting

The next FGB meeting would be Wednesday 26th September 2018. Agenda items for that meeting already include:

Signed: _____

Date: _____

Item	Subject	Action Lead
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- GB ‘housekeeping’ e.g. Elect Chair/Vice-Chair, nominate governor responsibilities, Committee membership etc
- Safeguarding (*to include audit, KCSiE, updates to policies etc*)
- Review plan for off-site trips 2018/2019
- Whole GB Training

Any further items for agenda should be with the Clerk by Wednesday 19th September please.

11. Effective Governance

Governors reviewed the meeting and agreed that the following discussions demonstrated effective governance to improve outcomes for students and staff:

- ✓ Review/update/discussion of safeguarding policies and procedures
- ✓ Anticipation of GB membership and training needs
- ✓ Review of annual reports (attendance, fines, racial incidents etc)
- ✓ Pupil premium review
- ✓ Understanding of pupils with complex needs and their support requirements
- ✓ IT within curriculum and support

12. Close

Bringing the meeting and the academic year to a close, the Chair gave sincere and grateful thanks to the support and wisdom of Julia Vincent, Headteacher, who was stepping down at the end of term.

Her impressive record of over six years at the Head of Warblington School meant she was leaving the school in an excellent state with a first-rate team, allowing great potential for the future.

He also gave his heartfelt thanks to Jane and Jackie, Assistant Heads, who were also leaving. The relationship between the SLT and the governing body was highly valued.

In return, Julia thanked governors for their support during her time as Head. It had been a pleasure working with everyone and she believed they had grown together, creating strong and highly respected leadership. There had been an enormous amount of mutual respect and for that she was very grateful.

With no further business, the Chair thanked everyone for their attendance and closed the meeting.

The meeting closed at 6:35pm

Papers referred to in the minutes: (all available electronically on request from the Clerk or School)

Previous FGB Meeting Minutes (see Item 3) - Filed in folder held in school office

Action Sheet (see Item 4) - Filed with meeting papers in school office

Safeguarding documentation (see Item 6) - Available on request

Headteacher’s Reports - various (see Item 7) - Filed with meeting papers in school office

Committee ToRs (see Item 8) - Available on request

Committee Minutes (see Item 8) - Available on request

Signed: _____

Date: _____