

**Meeting of Full Governing Body
11th December 2017
Training Room
4.30pm**

MINUTES

Governors:	Martyn Allen, Mick Baker, Richard Bradford, Emma Farrell, Alison Frost, Les Gunbie, Reg Hook, Jennifer John, Dick Knight, Jenny Poore (Chair), Bronagh Shevlin Elaine Stoner, Derek Swindells,
Associate Members:	Sue Middleton
Officers:	Teresa Dee (Clerk)
Others:	Richard Baker, Chris Lee, Rob Smith, Liz Uren

	<u>Agenda item</u>	<u>ACTION</u>
1	<p>Introduction</p> <p>a) Welcome The Chair opened the meeting with a welcome.</p> <p>b) Apologies for Absence Apologies for absence received from Alan Sanders.</p> <p>c) Declarations of Interest The completed declarations register for 2017/18 was circulated at the meeting.</p>	
2	<p>Last Meeting Dated 18th September 2017</p> <p>a) Approval of Minutes The Full Governing Body reviewed and approved five pages of minutes from the meeting held on 18th September 2017. The Chair signed the minutes as confirmation of their accuracy.</p> <p>b) Matters Arising Not Included Elsewhere on Agenda Strategic Priorities and Projects - Notes from the meeting held on 6th November 2017 had been circulated to Governors for information.</p>	
3	<p>Chair's Update</p> <p>The Chair provided a verbal update on her activities on behalf of the Governing Body relating to the school catchment area consultation:</p> <ul style="list-style-type: none"> • Attendance at public meeting held at the School. • Meeting with Local Authority representatives - Discussions had been around the impact on school infrastructure of admitting an additional 30 student in 2019. At the meeting the summary of responses to the consultation was advised as 67% against the proposals. The outcome would be taken to council committee on 15th January. • Meeting with Chair and Headteacher of Varndean School. • Raising the issue at the Chair of Governors' forum. <p>A discussion amongst Governors followed during which the following points were highlighted:</p> <ul style="list-style-type: none"> • Headteachers were in agreement that the new free school would not be required. • To accommodate an increase in student numbers by 30 Dorothy Stringer School would need two temporary classrooms, cupboard space and a catering pod. For a permanent increase in pupil admission numbers (PAN) more extensive capital investment would be required. • There was more of a need for alternative provision places. • As people were aware of the offer to increase admission numbers in 2019 there might be pressure on accepting more during 2018. • At the public meeting there was a statement made about the refusal of Varndean and 	

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	<p>Dorothy Stringer Schools to accept additional students in previous year, which was not accurate. The Headteacher's recalled that they had been directed to take additional students one year and told not to take extra the year after.</p> <ul style="list-style-type: none"> Brighton University representatives were being invited to talk to secondary Heads at the next partnership meeting. 	
4	<p>Headteacher's Update The Headteacher presented his report to Governors on an assumed read basis with the following points discussed:</p> <p><u>Raising Standards and Achievement</u></p> <ul style="list-style-type: none"> The Analysis School Performance (ASP) reports for national school comparison of 2017 outcomes were not due until January, later than expected. Within school there had been a significant reduction in the progress gaps of disadvantaged students compared with whole school. <p><u>Quality of Teaching, Learning and Assessment (Discussed in depth under item 5 below)</u></p> <ul style="list-style-type: none"> The school was again expecting increased numbers of children with special educational needs in year 7 for September 2018. Some initial research had been completed regards a centre for autism based at the school accommodating 4 students. <p><u>Personal Development, Behaviour and Welfare</u></p> <ul style="list-style-type: none"> Attendance was one of the school's main issues directly impacting on student progress. The data showed an improvement at 95.45% and the gap between whole cohort attendance and disadvantaged students had started to reduce but remained a priority. Governors asked why attendance had improved and were advised that there were many strands of work including targeted interventions and parent engagement all having a small positive impact. A bid to secure additional educational welfare officer time had also been successful. There was a possibility that students not attending school at all would be taken out of the school performance figures as they had a significant impact on the averages. Fixed term exclusions continued to reduce during 2016/17 against a rising trend in the Local Authority. Data for the first half term of 2017/18 showed that the school had low incidents of exclusion. There had been strong work on promoting equality at the school. This included collaboration with the University of Brighton, which had provided 10 black and minority ethnic (BME) mentors from their school of pharmacy to support individual BME students from years 9 - 11. An application had been made for school sanctuary status. Governors asked for an explanation and were advised that a sanctuary school was one that is committed to being a safe and welcoming place for all, especially those seeking sanctuary. Governors proposed thanks to the member of staff leading on the initiative. A poverty proofing audit looking at how poverty affects students had been commenced engaging with every student in class was engaged with as part of the process. Report to follow once audit completed with year 11. <p><u>Leadership and Management</u></p> <ul style="list-style-type: none"> The stringer learning culture (SLC) was still working well with a reducing number of incidents logged each day. The year 7 was quite a mature group and had settle well into the school culture. Whilst negative behaviour logs for disadvantaged students were reducing there was concern that the within the call outs for assistance in class the majority were for disadvantaged students. There had been very little staff changes during the term continuing the trend of low staff turnover at the school. Staff absence data showed an increase overall due to a few long term sicknesses. Absence management meetings were slightly reduced as less staff had reached the thresholds for the process. 	
5	<p>School Development Items - Quality of Teaching Learning and Assessment (QTLA) Chris Lee and Liz Uren gave a detailed presentation on the school development area of QTLA. The presentation looked at how teaching practice was observed, evaluated and developed supported by student voice and parental feedback.</p>	

	<ul style="list-style-type: none"> • During Autumn 2017 term a series of short term class observations were being undertaken with the focus on disadvantaged student learning. Feedback was an essential part of the observation process and had mostly been positive. Staff were aware of who the disadvantaged students were, they were using effective seating plans and using agreed processes for assessment and feedback in student workbooks. Over the past month over 100 disadvantaged students' learning been looked at as part of the observations. • Spring term observations would be traditional hour long with a focus on the teacher's own appraisal target. • During summer term there would be an open door policy with opportunities for peer observation. This had been used successfully the previous year and was seen as a positive experience by those involved. • In addition to observations there would be regular walkabouts by senior and middle leaders to support the stringer learning culture. Governors were invited to join senior leaders on their walkabouts. Governors who had attended previous walkabouts reported positively on the experience recommending them to other Governors. <p>ACTION - Circulate dates and times of senior leaders walkabouts to Governors via the Clerk.</p> <ul style="list-style-type: none"> • Parental feedback on QTLA in the form of a survey was taken at the end of every parent evening. The five year trend from these was extremely encouraging, notably that 100% of those surveyed felt that their child was being taught well. Governors asked about attendance at parents' evenings and were advised that it was high at around 80% and about half of those attending completed a survey. Directed invitations had been made to parents of disadvantaged students increasing attendance from this group. Responses on Ofsted's Parent View reflected the school survey results, • INSET for 2017/18 had been structure differently with three staff holiday days added and three equivalent days of staff training provided in after school sessions. Teachers were expected to attend these after school sessions in addition to two normal INSET days, to undertake hours of research and an additional 6 hours of personal development. • As part of the action research projects teachers had all signed up for a project linked to an area of the school development plan. The research groups were meeting ½ termly. • Students voice had been obtained on the effectiveness of assessment and feedback, a summary of the feedback was provided. • Peer marking had been used within the school and not all Governors were convinced about its use with some concern expressed that it might encourage bullying. The school leaders responded that learning partners were carefully matched and success criteria were built in for students to follow. Key assessments needed marking by teachers. Other Governors commented that when done right peer marking was a powerful tool. <p>6pm - Derek Swindells left the meeting.</p> <ul style="list-style-type: none"> • Further detail about the strategies for assessment and feedback was provides to Governors including the use of assessment codes, making time for DIRT, book look/sampling followed by whole class feedback. • A homework group had met during 2016/17 and following recommendations changes had been made including a name change to home learning to emphasis the extension of learning undertaken at school. Parental feedback had been obtained with over 80% agreeing that the amount of home learning was about right. 	CL
6	<p>Business Manager's and Finance Group Reports</p> <p>The Full Governing Body received the Business Manager's report and the financial projections that had been reviewed by the Finance Group of Governors. Notes from the finance group meeting of 28th November had also been circulated in advance of the meeting. The Business Manager summarised discussions and the key issues arising. There was a proposal to extend the remit of the Finance Group to include other business related items, notably site development including plans to improve security.</p> <p>AGREEMENT - The Full Governing Body agreed to extend the remit of the Finance Group to include facilities, services, and lettings and to renamed "Business Governors Group". The presented terms of reference for the group were approved. Martyn Allen would join the group</p>	

7	<p>Other Reports from Governors</p> <p>a) Special Educational Needs (SEN) Report The Governing Body accepted the SEN report for 2017/18 following review and recommendation from the Lead Governor.</p> <p>b) PFI Report The Governing Body accepted the PFI report from the Lead Governor</p>	
8	<p>Policies and Other Documents Approved or for Approval</p> <p>AGREEMENT - The Full Governing Body approved the following policies as presented:</p> <p>a) Child Protection Policy b) Health & Safety Policy c) Supporting Children with Medical Needs Policy d) Teachers Pay Policy</p> <p>The Chair confirmed that the processes for review of teachers pay via the pay panel and for the Headteacher performance management and objective setting had been completed.</p>	
9	<p>Any Other Business</p> <p>a) Thanks Thanks to Sophie Maher were recorded for her amazing work with refugees.</p> <p>b) Carol Service Governors were reminded of the carol service scheduled for the following Tuesday.</p> <p>c) Notice of Death It was noted with sadness that Mary Chappie a previous staff member had died the previous Friday.</p> <p>Meeting ended at 5.58pm Date of next meetings - Strategic Priorities and Projects - 5th February 2018, Full Governing Body - 12th March 2018.</p>	