

Governing Body Meeting

Monday 26 September 2022, 5.30 – 7.30

Meeting held in school

Present

Ruth Willis	RW	Chair
Kerry Oakley	KO	Headteacher
Jennifer Orchard	JO	Parent governor (virtual)
Charlotte Williams	CW	Staff governor
Matthew Tucker	MT	Parent governor
Kevin Standish	KS	Co-opted Governor
Clare Lysons	CL	Co-opted Governor
Bal Hegedus-Pickvance	BHP	Co-opted Governor
John Elford	JE	Co-opted Governor

In attendance:

Mike Lockhart	ML	DHT KS4
Tim Poole	TP	Chair SESSET
Ariana Akhavan	AA	DHT KS3
Steve Rolt	SR	DHT
Mirella Basso	MB	Senior DHT
Anthony Evangelista	AE	Observer
Lynn Atkins	LA	Clerk Strictly 4S

	TOPIC	ACTION
1	<p>GOVERNING BODY BUSINESS</p> <p>a) Receive and agree apologies for absence Apologies were received and accepted from Chris Whelan. Victor Lewanski and Hilton Vera were also absent.</p> <p>b) Governors and SLT to complete the SESSET Register of Interests for 2022/23 The Register of Interests had been completed in advance online by governors and was circulated and checked by those present.</p> <p>c) Declare any interest in specific agenda items at this meeting There were no declarations of interest in specific agenda items.</p> <p>d) Receive update on governors appointments, vacancies, terms of office There are currently three co-opted vacancies. Anthony Evangelista was attending as an observer with a view to becoming a co-opted governor. There was also interest from Adrian Hill. Governors were asked to consider if they know anyone who may be interested. It was suggested that they could reach out to local primary schools as well.</p>	
2	<p>APPOINTMENT OF CHAIR AND VICE-CHAIR OF GOVERNORS FOR THE ACADEMIC YEAR 2022/23</p> <p>There were no new nominations for the role of Chair. RW indicated her willingness to continue in the role. A vote was held and she was elected as Chair for a further year.</p> <p>BHP was nominated as Vice Chair and agreed to the nomination. A vote was held and he was elected as Vice Chair.</p>	
3	<p>MINUTES & MATTERS ARISING</p> <p>The minutes of the meeting held on 4 July 2022 were agreed as an accurate record and were signed by the Chair.</p> <p>There were no outstanding actions.</p>	
4	<p>CHAIR'S EMERGENCY ACTION</p> <p>No emergency actions had been taken.</p>	

	TOPIC	ACTION
5	<p>REFERRALS FROM COMMITTEES</p> <p>It was proposed that LSSI Committee could be linked with F&RM Committee. This was discussed and it was suggested that alternatively F&RM Committee could be moved to precede FGB meetings. It was felt that more time may be needed for planning in the light of recent news. It was agreed that the next F&RM Committee would move to 4.30 on 28th November 2022.</p> <p>Minutes of the previous meetings of LSSI and Quality of Education Committees had been circulated.</p> <p>In the Quality of Education Committee meeting there was a discussion of exam results, which were also being covered at this meeting.</p> <p>JE pointed out that he and KS had also been present at the LSSI meeting but they were not listed as attendees. At the LSSI meeting there was a question about how long it took school staff to do safeguarding training. It was confirmed that this was usually within the first two weeks of term.</p> <p>It was noted that five governors had not updated their safeguarding training for the year. ML said that they do need to make sure that all governors have done this. RW agreed that this is very important. It is key that all have read and understood KCSIE 2022. ML added that the quiz is a good tool. Signing the declaration provided is adequate evidence. By December all should have done the quiz.</p> <p>MT pointed out that a link to Prevent online training was circulated this week as well. KO suggested that they could do an overview of Prevent at the next FGB. JO confirmed that she had done Prevent training as a new governor. ML said that all new governors will get this when they join.</p>	
6	<p>GOVERNOR DETAILS</p> <p>Governors agreed to keep the school updated with any changes and understood how their contact details would be used.</p> <p>Governors checked the draft data that was provided at the meeting.</p>	
7	<p>APPOINTMENTS FOR THE ACADEMIC YEAR 2022-23</p> <p>Governor Responsibility appointments</p> <ul style="list-style-type: none"> a) Looked After Children/Children in Care - JE b) Special Educational Needs and Disabilities (SEND) - CW c) Pupil Premium - MT d) Child Protection/Safeguarding - JE e) Health and Safety - RW f) Pupil Achievement - MT g) Careers Guidance - BHP h) Link governor for training – CL (Training should also be a standing agenda item) i) Induction of new governors - KS j) Responsible for liaison with the LA in the event of allegation (Child Protection) against the Headteacher - RW k) Annual school website check and risk registers – BHP l) SESSET - each school should have a governor who becomes a Trustee, sharing information up and down and feeding back any questions to the Board of Trustees. 6 meetings a year (dates provided in Item 12). RW will attend when she can, KO suggested different people could do this. JO was interested but could not attend the next meeting on 5 October. KS would be available to attend on 5 October. It was agreed to decide on a permanent representative at the next FGB. <p>LSSI to recommend the membership of committees, and committees to appoint Chairs and Vice Chairs of Committee</p> <p>It was agreed to keep the three separate committees.</p>	

	TOPIC	ACTION
	a) Quality of Education – Chair RW, Vice-Chair CL (MT to join) b) Finance and Resources Management – Chair Ellen (SBM), Vice-Chair BHP (MT to join) c) Leadership, Strategy and School improvement – Chair JE Membership should be Chair and Vice-Chair of the other committees FGB to agree Committee Terms of Reference Terms of Reference to be agreed at committees	
8	PROCEDURAL MATTERS a) Open or Closed meetings – It was agreed that meetings would be open. Action: Clerk to share Open Meetings Protocol document b) Alternative Participation/Voting arrangements – It was agreed that FGB meetings would be held in person where possible. Committees (by agreement of members) can be held entirely remotely as needed.	Clerk
9	POLICIES Referred from Committees <ul style="list-style-type: none"> • Assessment and Recording – MT asked about reference to parent information. It was suggesting adding something more explicit about parent queries. SR agreed to include this and made the amendment during the meeting. • Behaviour for Learning • Child Protection and Safeguarding • FOI • Anti-Bullying • Staff Attendance Management • Pay Policy – some dates on pay policy to be amended. • Grievance Policy and Procedures All policies were agreed .	
10	SAFEGUARDING TRAINING a) 2022/23 Safeguarding PowerPoint – ML said that all governors will receive a link to this 88 page PowerPoint. The policies and documents are all in one place and there is the quiz. Governors must have strategic oversight of safeguarding. ML showed the system CPOMS and how it works (a lot of primary schools and colleges are also now using this). Staff also have to report any concerns to one of the eight DSLs. The school also subscribes to the Safeguard Network and staff have regularly updated training. ML offered additional information if needed but suggested governors do their training first. b) KCSIE September 2022 – Reminders will be sent out to governors. All to have done this by the end of next week. Action: All c) KCSIE Quiz – All governors to have completed this by the next FGB. Action: All d) SESSET Code of Conduct – This was circulated with the papers and will be signed by the Chair on behalf of the Governing Board. Action: RW	All RW
11	HEADTEACHER REPORT A report had been circulated. KO reported that there were good numbers on roll with 215 in Y7. They had agreed with the Local Authority to take up to 240 as they need the spaces. This is above the 210 PAN. Most other year groups are smaller at between 170 and 180. KO explained that the LA can offer places in those year groups. They will take children who move into the area. There is quite high mobility but those children can do well. More of an issue are those children who leave their school, are home-schooled and then want to go back to a school. They	

	TOPIC	ACTION
	<p>often have left school because something has gone wrong and so the staff are presented with a person with great complexity. KO said that she will talk to the LA about 83 in-year admissions last year and about 27 so far this year.</p> <p>MT asked if there is anything the Trust can do about in-year admissions. KP said that there is not at the moment but it may require a letter from governors. It is an issue that children should be going back to their original school that that seems to have been forgotten. They have asked to cap the PAN at 180 but cannot do that for Y7.</p> <p>Pg 7 of the report shows the subject audits. Those in bold are the audits across all three schools. They are all about what is being taught when and why. They are not a subject comparison but a valuable discussion by subject professionals.</p> <p>MT asked how do they know what good looks like? KO said that they do not get a rating but identify things they thought looked good, eg scheme of work, planning, set up of groups. It is more about the discussions created and questions to come back to SLT. These can be shared at the Quality of Education meetings. KO said that they are meeting with all subject leads to look at exam results.</p> <p>Pg 9 reported on suspensions and permanent exclusions. She said that Carrington are exceptional at taking students in and being inclusive but seven were suspended. Suspensions and permanent exclusions are up and these are above average. To try to resolve this there are Intervention groups covering all years, to try and change the behaviours of this group of young people. The year group that missed part of Y7 and had to move buildings is a more complex year group.</p> <p>Pg11 reported on safeguarding and attendance. Staff absence has gone down. KO reported that there are open mornings next week.</p> <p>2022 Exam Results SR provided a PowerPoint presentation on the 2022 Exam Results. These were also compared to the national data of 2019.</p> <p>It was explained that this cohort entered KS3 below the national average and with above average SEND and 34% PP. There were fewer high ability and middle ability students.</p> <p>Attainment 8 was 4.4 across 8 subjects (a low C), this was 3.9 in 2019. Threshold 5+ in English and Maths had gone up by 7%. There is a national increase in grades compared to 2019. The percentage at 4+ dropped. This is likely to be below the national average. Progress is significantly below national average. Open subjects and Ebacc may be in line with expected progress but Maths and English are lower. Vocational qualifications are usually higher but this year they are lower than 2019. BTEC Acting, Dance and Sport held their grades. There were some new subjects with new criteria.</p> <p>SR explained that there are a number of reasons for these results. Some students have not returned to school regularly since Covid-19.</p> <p>MT asked about 'FutureLearn' Certificates and ask whether this would help. It was felt that it might.</p> <p>SR said that the students have a normal attendance year this year, which should make a difference. They will have interventions earlier this year to bring portfolios up to date. MT asked what the level of marking would be. SR said it would be the same as 2019.</p> <p>BHP asked about benchmarking and whether the results were what they were expecting. SR said that they were quite accurate but some of the English and Maths were lower. There were some staffing issues. The vocational subjects were a surprise. English predictions were too high and they did identify this and for Maths. The students did mock exams in March but the exam results were</p>	

	TOPIC	ACTION
	<p>lower in the summer. The effect of their attendance was seen and there were some very varying results.</p> <p>KO added that a lot of schools in Surrey had unexpected results that had dropped. Study leave may have been a factor for some and this will be done differently next summer. They also have the National Tutoring Programme.</p> <p>Update from NLE Visit KO reported that they were in the middle of a NLE visit. Amanda Parry had visited that day and would be back the next. They shared the SEF which they had graded as a good school, on a good day strongly good and with some elements that need to be improved.</p> <p>Amanda Parry said that there were more good things in the school than RI but some tweaks needed in the delivery and questioning and knowing the student understands what they have just done. She said that she saw some amazing elements and nothing that would be RI directly. Behaviour and engagement is not a problem. She liked the Excellence programme and range of subjects children were learning.</p> <p>KO said that Amanda would meet middle leaders the next day, meet students and look at books. She said that what they are doing is right but the students have to own it as well, turn up and do the learning, also parents need to know the school cannot do it all but needs their support.</p> <p>MT said that some children feel they are failing their exams and may need more positive language around this. KO agreed that they want the children to keep going and teachers will also play a role in this.</p> <p>JO asked what the school doing for the PP children. KO said that they get £33k for those children. The National Tutoring Programme have a percentage of PP children and they look for opportunities for them. During Covid-19 they made sure they had computers and internet access and they have them identified. There are also a lot of children who are not quite eligible so they have to widen that support as well. Quality First Teaching ensures a teacher has more time with that student. They have been identifying those children who need speaking to first and need additional attention and highlight those who need a little extra input. There is a noticeable difference in attainment when they are targeted.</p> <p>Phase 4 SEND Funding bid KO said that they made a bid under Phase 4 SEND funding which means that they will be able to work alongside Woodfield School and will have a unit for 40 MLD students. There will be a building project. Their children may be able to access some of the Carrington teaching. Some of the Carrington students can go into their centre for things like support and counselling, with smaller group opportunities. This will be a positive way of working with SEN children. There will be separate applications to Woodfield and children will have to have SEN. It is hoped that it will open in 2023, initially with eight children. It will go to informal consultation by 5th November. There are some finances to work out with them being on the same site.</p> <p>TP noted that there a lot of good things going on in the school. He wished to say well done to the headteacher and the staff team and to let them know that the governors appreciate their work.</p> <p>KO said that she had also received some questions from CW. She will answer these and add them to the minutes. Action: KO</p>	<p>KO</p>

	TOPIC	ACTION
12	<p>NEXT MEETING Monday 28 November 2022 5.30-7.30pm</p> <p>Dates of SESSET – Wednesday 5 October 6.00-8.00 at Therfield Wednesday 7 December 6.00-8.00 at Carrington Wednesday 8 February 6.00-8.00 at Ashcombe Wednesday 29 March 6.00-8.00 at Therfield Wednesday 17 May 6.00-8.00 at Carrington Wednesday 12 July 6.00-8.00 at tbc</p> <p>The meeting closed at 7.30pm</p>	