

Full Governing Body Meeting

Wednesday 12th July 2023 at 4.00pm

Present:	Initial:	Role/Link:	Category:	Notes:
Jon Greenacre	JG	Vice Chair Health & Safety Governor	Co-opt	Meeting Chair
Sam Barnes	SB	Headteacher	Headteacher	
Ian Fielder	IF	Safeguarding Governor	LA Governor	
Nihad Moussa	NM	CPD Link	Co-opt	
Cheryl Selfe	CS		Staff	
Debbie McKenzie	DM		Co-opt	
Ralph White	RW		Co-opt	
Marie Webster	MW	Deputy Headteacher	Associate Staff	
Carlene Amos	CA	Business Manager	Associate Staff	
Natalie Ampleford	NA	Clerk to Governors		Minutes

Guests:	Initial:	Role:	Notes:
Kay Bundy	KB	SENDCo	Present for Item 3 only

Apologies:	Initial:	Role/Link:	Category:	Notes:
Dave Davenport	DD	Chair of Governors PP Link	Co-opt	

1.	Welcome & Apologies	Action Points:
	<ul style="list-style-type: none"> JG welcomed governors to the July FGB meeting. The meeting was chaired by JG as apologies had been received and accepted from DD. The meeting was declared quorate which was confirmed by the Clerk. 	
2.	Conflicts of Interest	
	<ul style="list-style-type: none"> Governors were given the opportunity to declare any additional business or pecuniary interests in any of the agenda items. RW reminded the board that he is a Trustee of SoCo Music. 	
3.	LT Focus: SEND Update	
	<ul style="list-style-type: none"> KB joined the meeting at this point and shared an update on the current SEND picture within school. The following points were noted: <ul style="list-style-type: none"> SEN / EHCP attendance data was shared and it was noted that the majority of students are attending well. However, there are two students with extremely poor attendance whose data is having a negative impact in the overall attendance figure. The non-attendance of these students is historical. There is also one other student with lower attendance, however this is due to complex medical needs. 3% of students currently on roll have an EHCP which is above national and local data. This figure is expected to increase in September with the Y7 cohort as there is a high level of need, although the allocated hours of support for each approved EHCP has been reduced by the LA. Parents do have the right to appeal against an EHCP that has not been approved. Q: A governor referred to the two students with poor attendance and asked what interventions had been put in place for them. A governor also suggested that the attendance data could be presented as 2 options, one with and one without the two low attenders. A: KB advised that the school has done everything they possibly could to engage these two students and have been creative in their offer. The non- 	

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<p>attendance was inherited from the primary setting and it has been a real challenge to re-engage them with their education. SB added that in both cases the parents have requested the children be home educated, however the school will not agree to this and the children continue to be monitored by the school and social services.</p> <ul style="list-style-type: none"> • Data indicates that the number of students categorised with SEMH is lower than national and local data, however Autistic Spectrum Disorder data shows the school has a significantly higher number of students compared with national and local. • Moderate Learning Difficulty data has been inherited from the primary settings and will be unpicked and analysed by the SENCo. The data includes the new Y7 cohort. • The SEND figures may seem high, however they are accurate and are a true reflection of the complex needs within school. <p>Future Interventions:</p> <ul style="list-style-type: none"> • Arbor Lodge is to be renamed the Resource Hub. • The new Reset Room can be used by students who have left class and need to 'reset' before returning to their next lesson. • The Y11 alternative provision offer for students within the Resource Hub can also be accessed by other year groups. • The virtual online learning is offered to Y11 and school refusers. • Twilight is an after school offer which can help to break down barriers to school engagement and has proved successful in the past. • All interventions and inclusion offered to each student along with the relevant costings are recorded on Provision Map which is a useful tool. <p>Questions/Discussion:</p> <ul style="list-style-type: none"> • Q: A governor asked if there are systems in place to monitor the effectiveness of the creative offer. • A: KB confirmed that the offer is constantly reviewed and progress is monitored. Staff are rewarded when they can see that a student is happy, engaged and has made progress. <ul style="list-style-type: none"> • There are currently 249 active provisions within the SEND and pastoral departments. Moving forward, the next step is to include Music and Sport data which will be captured within the next set of data analysis. • The percentage of approved EHCP's varies across the country within different local authorities, with Southampton being above national. • A governor commented that the data strongly shows that the school is able to meet the needs of students who have additional needs, however this does come with a financial implication which is not sustainable and will be a challenge going forward. • Governors discussed the high demand and lack of spaces that are offered outside of mainstream school for children with EHCP's and complex needs. • Governor's thanked KB for her informative SEND update. The presentation papers will be circulated to governors electronically following the meeting. <p>KB left the meeting at 4.28pm</p>	<p>Clerk: Circulate SEND papers</p>
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4.	Twenty Questions	
	<ul style="list-style-type: none"> Q6: Collaboration: <i>'Those governing are committed to collaboration and the sharing of best practice'</i> Governors discussed the various ways that the governing body work well together and how they are committed to collaboration. One positive is how the board welcomes governors to join the governing body who have senior leadership expertise from other schools. There are also governors on the board who are also governors at other schools. Governor's work with the school to consider ways of improving and sharing best practice. CA/IF work well together to consider the benchmarking data in terms of where the school's money is being spent. This information is presented annually to governors. Collaboration within school is evident through the links that the school has built with the SCLT schools and the positive relationships built with senior leaders of other city schools. 	
5.	Approval of previous minutes: 17th May 2023	
	<ul style="list-style-type: none"> Governors agreed that the minutes of the meeting held on 17th May 2023 were a true and accurate record. Minutes approved and signed by JG. Minutes to be uploaded to the school website. Clerk to action. 	Clerk: Action upload of approved minutes to school website
6.	Matters Arising	
	<ul style="list-style-type: none"> The clerk summarised the outstanding actions from previous meetings: May 2023 [6] IF will share the new governor knowledge checklist with the clerk. May 2022 [8] CA confirmed that the RPA [DfE Risk Protection Assurance] had been previously considered in comparison to the insurances offered by the LA. It had been agreed this year to continue with the offer from the LA. There were no further matters arising or actions to raise. 	
7.	Headteachers Report	
	<ul style="list-style-type: none"> The Headteachers Report and two appendices were circulated to governors prior to the meeting and governors had been asked to submit their questions and comments in advance. The question / answer document was circulated and the following points were noted: Q4: SB explained that vaping is an ongoing concern across all areas of education. The school now have strict times when the toilets are open so that students using these facilities can be monitored. Some vapes look like highlighter pens and are being packaged to attract children and there have been reports of primary age children vaping in school toilets. It is difficult to know when a student has been vaping as there is either no smell or a pleasant smell which is similar to perfume and is very different to the smell of cigarette smoking. The new trend is causing increased concern with some vapes containing THC, a cannabis oil extract. There have been incidents across this city, including one at Regents Park, with students collapsing after the suspected use of a vape containing THC. This is a major worry for the school and the dangers have been taught in additional PSHE lessons. Parents have been informed of the concerns via email. 	

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	<ul style="list-style-type: none"> • Q8: SB explained that due to the resignation from the member of staff who managed attendance it was decided to restructure and create two additional HOY Support Posts. Attendance will be part of their focus working closely with each HOY. This means that each year group will have its own HOY and HOY support, and it is hoped that these staff will stay with their cohorts as they move up through the school. • Q28: A governor asked for more detail on the increased visits to the school's medical room. • A: CA explained that when the toilets are closed during lesson time students will go to reception / medical room requesting to use the toilet or asking for water, however this data is not included recorded within the presented data. • SB added that during the pandemic students were able to access the toilet and re-fill their drinks freely at home, however in a school environment there has to be a structure and the routine of this is hard for some students to accept. • The school are trying to reduce the number of unnecessary visits to the medical room by teaching the children resilience, however this can be a challenging task at times. • CA advised that medical visits are tracked and parents receive an email each time their child visits. It is hoped this system will identify repeat offenders. • Q32: Governors offered to support the school by raising the boards concerns regarding the current EHCP and mental health increased needs of students to the local authority. SB will request support from governors as a future action if necessary. • Q: A governor asked if the school provides free ingredients for Food Tech. • A: CA confirmed that only PP students receive the ingredients for free if they inform their teacher. • Q: A governor asked if the school has ever offered trips to the Art Gallery. • A: SB confirmed that yes in recent years trips to the Art Gallery have been successful however currently it is difficult due to capacity within the area as teachers are needed on site. Another issue is the ever increasing cost of trips. CS added that in recent years providers have come to visit students at school as this is more cost effective way of offering the experience. • Governors once again thanked SB for the level of detail contained within the Headteachers Report and for thoroughly answering the questions that been submitted by governors. 	
8.	Chairs End of Year Review	
	<ul style="list-style-type: none"> • JG explained that DD had sent his apologies as he is away supporting the school's residential trip to Germany. • DD had asked JG to share his end of year report which thanked governors for their continuing support and commitment. • Governors noted the following: <ul style="list-style-type: none"> • Thanks to RW and DM for joining the board and supporting the school. • There are still two Parent Governors vacancies which we are trying hard to fill. • Positive feedback on the termly Governor Visits which will continue next year. • The future holds an exciting journey for the school as academisation options continue to be explored by the Working party. 	

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9.	Safeguarding Update	
	<ul style="list-style-type: none"> • Governors noted the Safeguarding update included within the Headteachers Report and the previous discussion [item 7] regarding the concerns with vaping and THC. • MW provided a further verbal update; governors noted the following points: <ul style="list-style-type: none"> • The end of the academic year sees an increase in safeguarding activity with social workers and children's services trying to arrange meetings. There can also be an increase in the number of students making disclosures towards the end of term which staff are prepared for. • Before the end of term the school will ensure that all students including those who have been absent, will have been seen and staff will do their best in keeping the children safe over the holidays. • CA [DSL] will be on site for most of the school holiday period however in her absence members of the Admin Team have now been trained to record the necessary information required by Children's Services and a member of LT will always be available to support. • Q: A governor referred to the September 2023 update of the KCSIE and asked if there are any areas that may impact the school. • A: MW explained that there are no significant changes only minor updates which include Safer Recruitment and Online Safety. • Q: A governor asked if a procedure is in place to track any children that may become lost in the system due to transition over the summer. • A: MW explained that the school will register all Y7 children on the first day of term supported by the HoY support who will triple check with tutors any students that have not been marked as present. • If a student is absent then the next steps would be to contact home and speak to the parents/carers, to contact the primary school and if necessary Children's Services until the students whereabouts is known. • Safeguarding information is gathered by discussions with primary schools and the transfer of data is via CPOMS. On occasions it may also be necessary to contact Social Services if there are concerns regarding students transitioning from Y6. A LA formal document is shared between the primary and secondary schools. • SB added that although the school will lose some DSL's through those staff leaving, other staff have been trained this term including the schools Welfare Officer and Mrs Saunders who looks after the students in IE. • Governors discussed the CPOMS system and a point was raised regarding how external auditors would know what actions have been taken by the school in response to a logged disclosure or comment. SB explained that this is a current strategic focus of the LT. MW added that the DSL team are superb at keeping her well informed. DM suggested that she could spend some time with the DSL's and LT to consider this issue further. 	<p>DM/SB/MW: Arrange Safeguarding CPOMS visit to school</p>
10.	Working Party Update	
	<ul style="list-style-type: none"> • IF updated governors on the progress of the Working Party. • Governors noted that various options are being explored and informal meetings and discussions are ongoing. • The Working Party will next meet in September and a further update will be provided at the September FGB meeting. 	

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11.	Staff Governor Feedback	
	<ul style="list-style-type: none"> NM/CS advised that there was only one comment from staff to raise which was a request for an update on the potential academisation of the school. NM/CS will feedback that the Working Party are continuing to explore the various options available and that governors will update staff further as/when there are any further developments. 	
12.	Governor Visit Feedback Day – Summer Term	
	<ul style="list-style-type: none"> Session feedback form had been circulated and noted. Actions have been added to the SDP. Positive comments from governors regarding the visit days. Governors like the opportunity of meeting different groups of students and staff from around school and enjoy the planned activities including book reviews and student readers. 	
13.	Link Governor Report: CPD	
	<ul style="list-style-type: none"> CPD @ RPCC PowerPoint had been circulated to governors prior to the meeting. The presentation provides an overview of CPD that is on offer for teaching and support staff using the Starters, Mains and Desserts system which was introduced a few years ago and continues to work well. SB added that the school is extremely proud of the CPD offer which is unique and has developed to a more bespoke package with separate menus for teaching and support staff. NR takes the lead on CPD and works hard researching the offer with over 400 modules available on Creative Education. 	
14.	Governors CPD inc Annual Report	
	<ul style="list-style-type: none"> Annual CPD Report had been circulated. No discrepancies advised. JG needs to complete the HM Prevent Training. Clerk to re-send link. The clerk informed governors of the Governors for Schools training conference scheduled for 26th & 27th September. Various modules are planned over the two days. The clerk has emailed the relevant information to governors. The NGA Learning Link has been renewed for a further year with over 60 training modules available to support governors ongoing CPD. 	JG: Complete HM Prevent CPD - Clerk to re-send link
15.	FGB Meeting Dates 2023/24	
	<ul style="list-style-type: none"> Dates for the next academic year were circulated and agreed. Governors noted that it may be necessary to hold a one item financial meeting in April 2024 to consider the end of financial year data in preparation for the budget setting meeting in May but this will be decided nearer the time. 	CA: Add FGB meeting dates to school calendar
16.	Policies	
	<ul style="list-style-type: none"> The following policies have been uploaded to GovernorHub and signed off by governors who have read and approved them. Q's 22 & 23 were raised by RW and have been answered via the question document and were discussed further at the meeting. Action for RW to sign and approve the Charging & Remissions Policy and Behaviour Principles & Code of Conduct Policy on GovernorHub. All policies were formally ratified by governors and signed by JG. <ul style="list-style-type: none"> Charging & Remissions Policy Complaints Policy Performance Management Policy Behaviour Policy & Procedures Behaviour Principles & Code of Conduct 	RW: Sign off policies on GovernorHub
16.	AOB	
	<ul style="list-style-type: none"> Careers Festival: Governors were reminded of the Careers Festival on 19th July 2023. DD, JG & RW have confirmed their attendance. Lockdown Practice: A successful lockdown practice took place in school today 	

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	<p>with no issues to report. Students, staff and parents were aware that the drill was taking place.</p> <ul style="list-style-type: none"> • Roof Repairs: SB was pleased to inform governors that repair works on the main building roof have been confirmed by the LA to start on Monday of next week. The school have been shown the site plans and schedule of works which is expected to last 16 weeks and will hopefully be complete in November. This does mean that the car park will be unavailable to staff due to the scaffolding and equipment located at the front of the building. This is not an ideal situation for staff and will have an impact on wellbeing. The school are looking into various options in respect of car parking from September onwards. • Breakfast Club: In response to a question regarding Breakfast Club, CA confirmed that the numbers remain consistent with up to 120 students attending each day. 	
	Meeting closed at 5.58pm	
	Next Meeting Date:	
	<ul style="list-style-type: none"> • Wednesday 20th September 2023 - 4.00pm [Hybrid if required] 	

<ul style="list-style-type: none"> • Supporting Papers:
<ul style="list-style-type: none"> • Draft Minutes May FGB Meeting
<ul style="list-style-type: none"> • Headteachers Full Report
<ul style="list-style-type: none"> • Headteachers Update Appendix A – SIP Report Visit 09.05.2023
<ul style="list-style-type: none"> • Headteachers Update Appendix B – SIP Report Visit 28.06.2023
<ul style="list-style-type: none"> • Summer Term Governor Visit Feedback Form
<ul style="list-style-type: none"> • Link Report - CPD Presentation
<ul style="list-style-type: none"> • Governors CPD Annual Report
<ul style="list-style-type: none"> • Proposed FGB Meeting Dates 2023/24
<ul style="list-style-type: none"> • Behaviour Policy & Procedures
<ul style="list-style-type: none"> • Behaviour Principles & Code of Conduct
<ul style="list-style-type: none"> • Performance Management Policy – Teaching Staff
<ul style="list-style-type: none"> • Complaints Policy
<ul style="list-style-type: none"> • Charging & Remissions Policy

Item:	Action Points:	Owner:	Timescale:
3.	Circulate SEND Presentation to governors	Clerk	ASAP
5.	Action upload of approved minutes to school website	Clerk	ASAP
9.	Arrange meeting to explore CPOMS actions system	DM/SB/MW	Autumn Term
14.	Complete HM Prevent CPD - Clerk to re-send link	JG	Summer Term
15.	Add FGB meeting dates to school calendar	CA	Summer Term
16.	Sign off policies on GovernorHub [C&M and BP&CoC]	RW	Summer Term

Signed:

Dated: 20th September 2023