

**Full Governing Body Meeting**  
**Venue: Meeting held remotely via Teams**  
**Thursday 17th June 2021 at 4.00pm**

<b>Governing Body:</b>	Dave Davenport [DD] Sam Barnes [SB] Ian Fielder [IF] Nihad Moussa [NMO] Paul Swindale [PS] Daryl Moth [DM] Annie Smith [AS]	Chair of Governors Headteacher Left at 5.00pm
<b>Associate Members:</b>	Marie Webster [MW] Carlene Amos [CA]	Senior Deputy Headteacher Business Manager
<b>Apologies:</b>	Jon Greenacre [JG] Lakbir Singh [LS] Gemma Stafford [GS] Nicola Iverson [NI]	
<b>Guests:</b>	Adam Lucas [AL] Rac Ramshaw [RR]	Curriculum Leader – English Assistant Headteacher
<b>Notes:</b>	Natalie Miller	Clerk

1.	Welcome & Apologies	Action Points:
	<ul style="list-style-type: none"> <li>DD opened the June board meeting via Teams and welcomed governors.</li> <li>Apologies were received and accepted from JG, LS, GS &amp; NI.</li> <li>The clerk confirmed the meeting was quorate.</li> </ul>	
2.	Conflicts of Interest	
	<ul style="list-style-type: none"> <li>None stated - other than interests previously declared.</li> </ul>	
3.	Presentation: Governance Review & GRASP Report by Ian Fielder	
	<p>IF summarised his presentation documents that had been circulated prior to the meeting; Internal Governance Review &amp; GRASP. The following key points were noted:</p> <ul style="list-style-type: none"> <li>Process of the governance review was summarised.</li> <li>Positive findings of the review include that the school has a good website and policy management system, competent clerking and a good comprehensive HT report is presented to governors.</li> <li>Areas for development of the board include improving the challenge made by governors and making such challenge more robust, developing governors link roles, to review the current structure of the board and meeting schedule and a succession plan needs to be in place.</li> <li>GRASP Action Plan was summarised.</li> <li>Moving forward the plan recommends that link roles are developed and a monitoring file is created to record link reports and governors visits to school.</li> <li>A succession plan of Chair and Vice Chair roles needs to be put in place.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• The challenges facing the school as noted in the Ofsted 2018 report were summarised.</li> <li>• In conclusion, the review found that governors are highly committed to RPCC and are well led by a committed and resolute chair however there are areas that require development.</li> <li>• Moving forward, recommendations include:             <ul style="list-style-type: none"> <li>○ The GB should undertake a further self-review towards the end of 2022</li> <li>○ Develop a robust five-year strategic plan, considering the needs of students.</li> <li>○ Approve and adopt the GRASP action plan with staff governor [DM] as the progress checker.</li> </ul> </li> <li>• <b>Comments:</b> SB/DD advised that they are happy to agree the GRASP document and accompanying Action Plan. DD added that the review has highlighted the need for governors to focus on strategic issues rather than be drawn into operational discussions. IF thanked all parties that have been involved with the process and proposed that the Action Plan be approved by governors. GRASP and Action Plan approved.</li> </ul>	<p><b>DM:</b> Monitor progress of GRASP Action Plan</p>
3.	<p><b>Presentation 2: Leading from the Middle by Adam Lucas</b></p>	
	<p>Adam Lucas, Curriculum Leader - English joined the meeting and was welcomed by governors. AL gave a detailed presentation regarding 'Leading from the Middle'. Governors then raised the following questions:</p> <ul style="list-style-type: none"> <li>• Q: DD raised a comment regarding slide 6 and the response of one member of staff who when asked if they felt empowered to make a difference to the school in their role had disagreed.</li> <li>• A: AL explained that he has since spoken with the member of staff who is now being supported by their SLT Link. On a positive note, AL was pleased that the data showed that 13 from 14 members of staff agreed with the statement that they felt empowered to make a difference.</li> <li>• Q: DD asked AL if he felt that the middle leader experience was working generally for staff.</li> <li>• A: AL explained that from his experience of working within other schools, Middle Leaders at Regents Park feel invested in. Staff work collaboratively and have good lines of communication with SLT. AL felt encouraged by the positive responses to the survey.</li> <li>• NMO, a Middle Leader in school from September 2020 expressed her gratitude to the Middle Leaders, especially in Science and Maths who have supported her and been a tremendous help.</li> <li>• Q: PS asked if AL could give an example of how Leading from the Middle has made a difference to the school.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• A: AL advised that Middle Leaders worked together in preparing for Ofsted prior to the lockdowns. Curriculum and Pastoral staff worked together as critical friends reviewing departments and developing deep dives.</li> <li>• A further update on Leading from the Middle will be presented to governors next year.</li> <li>• [AL left the meeting]</li> </ul>	<p><b>AL:</b> Further update next year on Leading from the Middle</p>
3.	<p><b>Presentation 3: Student Leadership by Rac Ramshaw</b></p>	
	<p>Rac Ramshaw joined the meeting and was welcomed by governors. RR gave a detailed presentation regarding 'Student Leadership at RPCC'. Governors then raised the following questions:</p> <ul style="list-style-type: none"> <li>• Q: DD asked if the school have considered introducing the Duke of Edinburgh Award.</li> <li>• A: SB was pleased to report that a Duke of Edinburgh assessor has just been employed and starts with the school in September. It is hoped that this award will be offered to students very soon. Governors were pleased to hear this as the award links in with sports and offers young people the opportunity to increase their self-esteem and confidence and to develop leadership skills.</li> <li>• Q: PS asked what training Peer Mentors will be receiving to support them in their role.</li> <li>• A: SB explained that a tool kit has been used which was shared by a Local Authority in Kent following lots of research, as there is currently not a strong network across Southampton.</li> <li>• Q: AS commented that the opportunities at Regents Park for student leadership are impressive and it would be interesting to know the percentage of the pupil population that have been involved in the leadership process which could be compared year on year.</li> <li>• A: RR advised that these opportunities are offered to all students at different stages of their career with Regents Park. SB added that the requested data will be included within the next Headteachers Report in July.</li> <li>• A further update on Student Leadership at Regents Park will be presented to governors next year.</li> <li>• [IF left the meeting]</li> </ul>	<p><b>SB:</b> Report the number of pupils involved in the student leadership opportunity / process</p> <p><b>RR:</b> Further update next year on Student Leadership</p>
3.	<p><b>Presentation 4: Effective Leadership in Science by Marie Webster</b></p>	
	<p>MW gave a comprehensive presentation on Effective Leadership in Science and the Impact of the Science Consultant. Governors thanked MW for her positive presentation and raised the following questions:</p> <ul style="list-style-type: none"> <li>• Q: DD asked DM, who is the Curriculum Leader in Science how the department feels now following the recent investment in staffing.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• A: DM agreed that Science had a difficult start to the year and the support of the Science Consultant has proved useful in providing consistency across the department. The team have worked hard to ensure that staff have felt well supported and that their wellbeing is a priority. The department engaged well with the innovative teaching ideas that have been introduced and staff feel they are now in a stronger position because of the support received.</li> <li>• Q: PS asked what the next steps will be to consolidate the positive direction in Science and what further improvement is planned.</li> <li>• A: MW explained that the Science Consultant role will be phased out gradually whilst continuing the good practice. The team are now in a strong position and are working collaboratively as specialists and non-specialists. The department is now a calm environment which will enhance student's ability to learn. Moving forward on the Science journey the aim is to improve results. The Curriculum has been changed with the Sciences now taught separately.</li> <li>• DM added that during his five years as Curriculum Leader in Science, this September will be the first year that will begin with a fully staffed timetable with predominately specialist teachers, so this puts the department in a strong position with an exciting future.</li> <li>• SB added that there is quality collaboration between the Middle Leaders in Science and Maths, and this is going from strength to strength. The Secondary Heads group have agreed to fund additional CPD support in Science as there is a growing concern in Science across the city.</li> <li>• Q: DD referred to the Middle Leader teamwork between Maths and Science and asked if there has been any other impact in Science from the Leading from the Middle programme.</li> <li>• A: DM explained that Middle Leaders now take time to communicate with each other in respect of their own curriculum. DM recently presented to Middle Leaders regarding cross curricular links with Science in order to develop Science in all subjects.</li> <li>• Governors will receive a further update on Science next year.</li> </ul>	<p><b>DM:</b> Further update next year on Science Leadership, Progress &amp; Results</p>
<p><b>4.</b></p>	<p><b>Governors Questionnaire Feedback</b></p>	
	<ul style="list-style-type: none"> <li>• Following the recent governor's questionnaire, DD advised that he has considered the comments received and would like to suggest a blended approach to meetings, with a varied agenda, from September 2021.</li> <li>• Face-to-face meetings would include staff presentations, budget reviews/approval and pertinent issues that require in-depth discussion. Remote meetings would include items such as policy approval and regular updates such as project 2020 and SCLT updates.</li> <li>• The Business Meeting is scheduled for 21st September 2021 at 4pm and was proposed as a face-to-face meeting.</li> </ul>	<p><b>DD/SB/Clerk:</b>    Produce Business Plan proposal for FGB meetings 2021/22 inc face to face &amp; remote options</p>

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<b>5.</b>	<b>Approval of previous minutes: May 2021</b>	
	<ul style="list-style-type: none"> <li>Governors agreed that the minutes from the meeting held on 19<sup>th</sup> May 2021 were an accurate record. Minutes approved.</li> <li>The minutes will be signed by DD for the file and the Clerk will arrange for the minutes to be uploaded to the website.</li> </ul>	<b>DD:</b> Sign May minutes <b>Clerk:</b> Upload to website
<b>6.</b>	<b>Matters Arising</b>	
	<ul style="list-style-type: none"> <li>Item 13: Clerk to share Link Report template with governors.</li> <li>All other actions were ongoing and did not require further discussion.</li> </ul>	<b>Clerk:</b> Share Link Report template
<b>7.</b>	<b>Headteachers Update</b>	
	<p>SB shared on screen her Headteacher Summary – Key Points. Governors noted the following key issues:</p> <ul style="list-style-type: none"> <li>A governor had submitted a question asking if SB could provide an update on the schools approach in response to the Ofsted review into Sexual Abuse in Schools. SB explained that senior leaders are working with the LA to audit the schools’ processes and systems. Safeguarding data is tracked effectively using the CPOMS system used by the school. A full summary will be shared with governors at the July meeting.</li> <li>A governor had submitted a question asking how do we as a governing body monitor and judge teacher wellbeing. CA explained that the school are in the process of undertaking a wellbeing award, which will take approx 12 months to complete. A Change Team is in place, which includes one governor [GS] and SB and CA as leadership representatives. The award will be launched to staff at the forthcoming PDD day and then to students and parents. In addition to this, wellbeing is promoted to students and staff via the weekly wellbeing award. The SSS CPD platform offers mental health training for staff and designated Mental Health Lead training.</li> <li>Work on the Arts Mark Award continues with the school aiming for Platinum.</li> <li>With regret, Headteachers across the LA, have today agreed to cancel the planned transition events due to rising COVID infection rates across the city.</li> <li>Safeguarding of Y11 students continues with a weekly tutor period.</li> <li>Assemblies were re-introduced last week with students in their bubbles however due to new guidance received this week, assemblies are no longer permitted.</li> <li>The school’s first Diversity Day is planned for later in the month which will be a non-uniform day to celebrate Black Lives Matter, LGBT+ and all other aspects of the school’s diverse community.</li> <li>Summer Schools are planned however this depends on current guidance as to whether these will be able to go ahead. Summer Schools will be part funded by the government.</li> <li>SB was pleased to report that there has only been one external exclusion since the school has re-opened following lockdown.</li> <li>NEETS numbers are down to a minimum. MW has been working with the local colleges and with students that had not engaged to arrange individual meetings.</li> </ul>	<b>SB:</b> Produce summary of data for governors - ‘Sexual Abuse in Schools – July Mtg

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	<ul style="list-style-type: none"> <li>Clubs, classes, and trips have re-started however the changing guidance received this week this has brought with it challenges in running these activities.</li> <li>ICT ransomware has been purchased.</li> <li>COVID Update: One member of staff has tested positive this week meaning one other member of staff and 13 students have been required to isolate.</li> </ul>	
<b>8.</b>	<b>Link Governor Report: SDP by Paul Swindale</b>	
	<p>PS gave an update to governors on the SDP. Governors noted the following points:</p> <ul style="list-style-type: none"> <li>PS had met with MW &amp; SB in May where the SDP process was considered.</li> <li>Moving forward, looking at the schools' areas of strength and development, PS proposed that during September he will work with MW on two deep dives: Middle Leaders and Transition for Y6/7 and the Impact of Covid.</li> <li>SB suggested that as part of the Middle Leader Deep Dive, mini-interviews could be held with staff in respect of their preparation for Ofsted.</li> <li>Whilst in school, PS had a tour and was pleased to advise that following the building works the school is looking in great condition.</li> </ul>	<b>PS/MW:</b> Link Governor Update - SDP Deep Dive x 2 Sept 2021
<b>9.</b>	<b>Policies</b>	
	<p>The following statutory policies were circulated to governors for their consideration prior to the meeting:</p> <ul style="list-style-type: none"> <li>Data Protection Policy [S]: Approved</li> <li>NQT Policy [S]: Terminology of the policy to be amended, ie: NQT to ECT. Policy will be re-presented at the July meeting agenda.</li> </ul> <p>The following policies require further investigation and research. CA will present these at the July meeting:</p> <ul style="list-style-type: none"> <li>Charging Policy [S]</li> <li>Visitor Safeguarding Information [S]</li> <li>School Complaints [S]</li> </ul>	<p><b>CA:</b> July Mtg 4 x policies</p> <p><b>Clerk:</b> Agenda Item</p>
<b>10.</b>	<b>AOB</b>	
	<ul style="list-style-type: none"> <li>Early Closure 23/07/2021: SB proposed that the school closes early to students on the last day of term at 12.30pm. If government guidance and the schools risk assessment allows, it is hoped that an outside event could be arranged for staff to celebrate the end of an extremely challenging year as staff have been unable to mix as a group since before the first lockdown in March 2020. Following discussion, the request was approved by governors.</li> <li>Meeting recording: DD requested that the recording of today's meeting be shared with absent governors as it would be useful for them to view the four presentations received today.</li> <li>The clerk advised that a training programme has been launched by the NGA for new governors 'Welcome to Governance' with the first remote session on 21<sup>st</sup> June at 4pm. The clerk will be attending and has invited AS/LS/GS to attend.</li> </ul>	<b>Clerk:</b> Share recording of mtg with LS/JG/GS/NI

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<ul style="list-style-type: none"> <li>DD added that he has recently attended some of the NGA live webinars which are recorded and uploaded to the NGA website for governors to watch at their own convenience if unable to make the live session.</li> </ul>	
<b>Next Meeting Date:</b>	
<ul style="list-style-type: none"> <li>Monday 12th July 2021 at 4.00pm</li> </ul>	
Meeting closed at 5.58pm	

Supporting papers:
<ul style="list-style-type: none"> <li>FGB Mtg May 2021 - Draft Minutes</li> <li>HT Update - June 2021</li> <li>Presentation - Governance Review &amp; GRASP Action Plan</li> <li>Presentation - Impact of the Science Consultant</li> <li>Presentation - Student Leadership at RPCC</li> <li>Presentation - Leading from The Middle</li> <li>Data Protection Policy 2021</li> <li>NQT Induction Policy 2021</li> </ul>

Item:	Action Points:	Owner:	Timescale:
3.	Presentation 1: Monitor progress of GRASP Action Plan	DM	Ongoing
3.	Presentation 2: Further update on Leading from the Middle	AL	2022
3.	Presentation 3: Advise how many pupils are involved in the student leadership opportunity/process	SB	July HT Report
3.	Presentation 3: Further update on Student Leadership	RR	2022
3.	Presentation 4: Further update on Science Leadership, Progress and Results	DM	2022
4.	Produce Business Plan proposal for FGB meetings 2021/22 inc face-to-face & remote meeting options	DD/SB/ Clerk	Before end of summer term
5.	Sign minutes from May 2021	DD	ASAP
5.	Upload May 2021 minutes to school website	Clerk	ASAP
6.	Share Link Report template with governors	Clerk	ASAP
7.	Produce summary of data 'Sexual Abuse in schools' in response to the Ofsted review dated June 2021	SB	July HT Report
8.	SDP Deep Dives 'Middle Leaders' & 'Transition – Impact of COVID' – Link Governor Updates	PS	October Mtg Agenda item
9.	Charging Policy, NQT [ECT] Policy and School Complaints to be presented at July mtg	CA	July Mtg Agenda item
10.	Share meeting recording with absent governors	Clerk	ASAP

Signed: ..... Dated: .....