

Full Governing Body Meeting [Hybrid] Wednesday 15th March 2023 at 4.00pm

Present:	Initial:	Role/Link:	Category:	Notes:
Dave Davenport	DD	Chair of Governors PP Link	Co-Opt	
Sam Barnes	SB	Headteacher	Headteacher	
Jon Greenacre	JG	Vice Chair Health & Safety Governor	Co-Opt	
Ian Fielder	IF	Safeguarding Governor	LA Governor	Present via Teams Left the meeting at 5.00pm
Ralph White	RW		Co-Opt	Present via Teams
Marie Webster	MW	Deputy Headteacher	Associate Staff	Left the meeting at 5.30pm
Carlene Amos	CA	Business Manager	Associate Staff	
Natalie Ampleford	NA	Clerk to Governors		

Apologies:	Initial:	Role/Link:	Category:	Notes:
Nihad Moussa	NM	CPD Link	Co-Opt	
Cheryl Selfe	CS		Staff	
Paul Swindale	PS	SDP Link	Co-Opt	
Nicola Iverson	NI	Wellbeing Link	Trust/Foundation	

1.	Welcome & Apologies	Action Points:
	<ul style="list-style-type: none"> DD welcomed governors to the March FGB meeting. IF & RW were present online via Teams. Apologies were received and accepted from NM, CS, PS and NI. The meeting was confirmed as quorate [5] by the Clerk. 	
2.	Conflicts of Interest	
	<ul style="list-style-type: none"> Governors were given the opportunity to declare any business or pecuniary interests in any of the agenda items - none stated. 	
3.	LT Focus: Teaching & Learning Update by Natalie Reed	
	<ul style="list-style-type: none"> NR presented governors with a comprehensive update on Teaching & Learning across the school. The presentation document will be circulated to governors following the meeting. Governors noted the following points: <ul style="list-style-type: none"> The nine statements of the Teaching & Learning Clear Plan strategy were summarised. These statements are what Regents Park feel makes an excellent lesson and are what observers are expecting to see. Clear Plan Intent, Implementation and Impact was explained. Teaching & Learning actions are considered daily during LT morning meetings. Daily drop-ins must not be any longer than 10 minutes and are a temperature check of the lesson. A cycle of longer half termly observations are made by either a member of the LT or the Curriculum Leader. The aim is for each teacher to be green at the end of each half term which indicates they have been observed by a member of the LT, and the lesson ragged against clear plan. Examples of the Daily, Weekly and Half Term reporting data were considered. A red lesson would prompt a professional conversation with the teacher concerned, these have proved to make high impact. The lesson will then be re-observed and ragged. NR tracks the observations to make sure teachers and not over or under seen and that observations are equal across the school. The Lesson Observation Dashboard gives a snapshot of the average rag for each curriculum area with reds lowering the average. 	<p>Clerk: Circulate NR T&L Presentation to governors</p>

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<ul style="list-style-type: none"> • Work samples are an average for each team calculated from LT & Curriculum Leader samples. • BMA and Attitudes to Learning data is compared with T&L data to identify actions for case studies. • 365 x 10 minute daily drops-in have been carried out so far this year and longer observations as per the half termly cycle. 3 [three] lessons have been ragged red however improvements have been seen following the actions taken. • The impact of T&L CPD across all curriculum areas was noted, with all 11 [eleven] areas recording green for the Spring Term 1. • Book Look RAG has seen a significant improvement in Spring Term 1 compared to Autumn Term 1, following a high profile focus on presentation. • The number of teachers receiving coaching from a member of the T&L Team was noted. A pleasing move from Red to Amber and now to Green in all cases has been observed. • SEND Case Study data noted. Actions were put in place in accordance with the clear plan and included a focus on adaptive teaching strategies. Key findings were shared with the SEND team. • PP Case Study data noted. Actions included addressing feedback for consistency and quality application of whole school policy. • Q: A governor asked how long a case study takes to complete. • A: NR advised that the data is collected over a half term period and is then presented to the LT at their first meeting at the start of the next half term. • SB added that individual SEND and PP students are shadowed by a member of the LT which NR allocates. • Big Book Look data noted. There were 117 books seen with 64% ragged green, 24% ragged amber and 12% ragged red. Actions include start of lesson reflection. • Governors Y8 Book Look data noted – there were 45 books across 9 subjects with 68% ragged green, 30% ragged amber and 2% ragged red. • The next case study planned for Summer 1 will be linked to EAL. • In summary, the current picture indicates that professional conversations have a swift and positive impact, there is always consistent alignment of RAG data between the LT & CL's and Foci from Clear Plan is layered planning [adaptive teaching] and assessment. • Actions moving forward include measuring T&L Team impact, coaching a voluntary opt in model and aiming to maintain a 0% red rag and reduce amber. • Q: A governor asked how new members of teaching staff are introduced to the T&L statement and observation processes. • A: NR advised that the clear plan strategy is explained to new teachers using class folders and by teachers understanding the 9 T&L statements. • SB added that the LT are out and about across the school every day and new teachers are encouraged to rag their lessons, this is then picked up by the LT who put any red rags as a priority in order to support new staff. • In conclusion, SB added that the presentation delivered by NR was a direct result of discussion held during a Governor Visit Day. It is important for governors to see the data behind the key headlines contained within the Headteachers Report. • External moderators, including visits from the SIP & SIO refer to the T&L Statement when visiting the school. 	
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	<ul style="list-style-type: none"> • Q: A governor asked if staff raise any concerns regarding the amount of drop-ins. • A: NR explained that there have been no concerns raised. Staff know that the daily drop-ins are a snapshot of just 10 minutes. The current system replaced the previous Learning Walk days which used to cause a high level of stress for teachers. This system is less stressful and gives a more realistic picture of the lesson and what is going on in the classroom. 	
4.	Twenty Questions:	
	<ul style="list-style-type: none"> • Governors discussed question 15. The following comments were noted: • Q15: Accountability – Stakeholders: <i>‘Those governing know their school, engage with its stakeholders and take into account their views when making key decisions and report on their work each year’.</i> • The introduction of Governor Visit Days has been a success, with good attendance and engagement from the board. The visit days allow good engagement with teaching and support staff and students from all cohorts. • Development of Link Roles and Link Reports to the board each meeting provide feedback on specific areas including Safeguarding, Finance and Pupil Premium. • The Headteacher provides a comprehensive report for each FGB meeting and governors are encouraged to submit questions for discussion at the meeting. • Governors attend SIP & SIP feedback meetings and engage with the SIP for the Headteachers Performance Review. • Governors supported the recent LA Safeguarding Audit. • Careers and PSHE events are attended by governors including the annual Y10 Big Interview Day. • Governors are also present at the Open Evenings and Y6 Transition Evenings. • The Working Party have met with staff and take into consideration their views when exploring ways that the school can develop and move forward. • The Working Party have also scrutinised the strengths and weaknesses of the school. • Areas for Development: • The Chair and Headteacher attend SCLT Meetings however engagement from governors with the Trust could be improved. • Engagement with parents and carers is an area of development. • Moving forward - What can Governors do better to engage more with stakeholders? Ongoing area of development. • The clerk will create a ragged document summarising the above discussion. 	<p>All: Governors to develop engagement with SCLT & Parents/Carers</p> <p>Clerk: Create a document summarising stakeholder engagement</p>
5.	Approval of previous minutes: 18th January 2023	
	<ul style="list-style-type: none"> • Governors agreed the minutes were a true and accurate record and approved the minutes of the meeting held on 18th January 2023. • Minutes were signed by the Chair. • Clerk will action the upload of the approved minutes to the school website. 	<p>Clerk: Action upload of approved minutes to school website</p>
6.	Matters Arising	
	<ul style="list-style-type: none"> • The Clerk summarised outstanding actions, the following points were noted: • Jan 2023 [3] SoCo have made contact and are liaising with Mr Barron. • Jan 2023 [7] RR to present Attendance Audit at May meeting. Delayed due to industrial action. • 30 Nov 2022 [9] JG was reminded to submit the H&S Link Visit Report form. 	

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7.	Headteachers Report	
	<ul style="list-style-type: none"> • The Headteachers Report and appendices had been circulated prior to the meeting and governors were asked to submit their questions and comments in advance. The question/answer sheet document had been circulated to governors shortly before the meeting and was summarised by SB. The following points were noted: • PAN: • Q: A governor asked if the school has been asked to go over PAN in some year groups when other city schools have spaces? • A: SB explained that Y9 across the city is full yet students for this year group are still arriving and needing a school place. MW added that the In-Year Fair Access list continues to grow. • Q: A governor asked if there is a need for an extra class in Y10 next year. • A: AB explained that the reality is that this is not possible due to staffing levels. The city are putting pressure on all schools to accommodate more students however Regents Park are currently 6 over PAN in Y9 and as a smaller school it would be unsafe to increase capacity further due to limited space and resources. • Breakfast Club: • Q: A governor noted the cost of running the Breakfast Club and asked if it was a sustainable service? • A: CA explained that the introduction of Breakfast club has proved extremely popular with around 120 students attending each day. The club is having a positive impact on students as they are not arriving at lessons hungry or thirsty and feedback received from parents have been positive. There is a definite need within the community to offer a Breakfast Club to students especially during the cost of living crisis. SB added that whilst the budget is in a positive position there are funds available to continue offering this service. • Toilets: • SB advised that concerns from students regarding the toilets have been lessened. The school have listened to the student voice and responded with KS4 and KS4 now separated. • Q: A governor asked if there were any plans to make the toilets unisex? • A: SB responded no, there are no plans. • Duke of Edinburgh Award: • Q: A governor asked how many students are taking part in the DofE award. • A: An update will be presented to governors on the progress of the scheme and the numbers of students taking part at the July meeting. • Governors thanked SB for the level of detail contained within the Headteachers Report and for answering the questions that been submitted via the new format. 	<p>School Action [PW]: DofE Award Update at July Mtg</p>
8.	Finance	
	<ul style="list-style-type: none"> • Self Assessment Dashboard: • Q: A governor had submitted a question regarding the average teacher cost data and asked why the school was in the lowest 10% of similar schools last year but is now ranked within the highest 20%. • A: CA explained why this may be the case and referred to the answer on the governor's question sheet. Governors noted that the school's average teacher costs are stable and similar to previous years with little movement on UPS and main scale pay. However, there have been changes across similar schools to their average teacher costs which has moved Regents Park into the highest 20% 	

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	<p>category. The school currently have 51.95 fte based on SWFC in November. The average teacher costs also includes TLR payments.</p> <ul style="list-style-type: none"> • SFVS: • CA & IF had met during the Governor Visit Day to consider the SFVS which was circulated to governors prior to the meeting. IF reminded governors that the SFVS is thorough process completed annually using the guidance provided. The document is a true record and IF recommended that the SFVS be approved. • Following consideration of the SFVS document it was formally approved by governors and signed by DD. • SCC SLA's 2023/24: • CA summarised the SCC SLA document for 2023/24 which had been considered and prepared by SB & CA. • Southampton Language Services [Ethnic Minority] has been included this year as they will provide interpreters for meetings as part of this service. This will be extremely beneficial to the school due to the number of EAL students on roll. The Enhanced Package was chosen as this also includes attendance at Parents Evenings. • EWO's support has been included and they be working with the schools new Family Engagement & Attendance Officer. • SCC SLA 2023/24 approved by governors and signed by DD. • ICT Strategy SLA 2023/24: Appendix of SCC SLA • Payroll & Administration SLA: Increase of 5% from last year. • HR Advisory: Entering last year of agreement with Portsmouth City Council, other options are being explored, notice period is 6 months. • SIMS: The school is moving in the right direction with SIMS with more processes being utilised. CA proposed a one year holding SLA due to the changes within SIMS system. • Q: A governor asked if parents engage well with SIMS. • A: CA advised that parents do engage and use the system. The school find the communication log works well as letters, emails and texts can be easily sent and tracked. The Behaviour & SEND log are also good systems for recording information. • Governors approved the above stated 2023/24 SLA's. • IF left the meeting at this point [5.00pm] 	
9.	<p>Safeguarding Update</p>	
	<ul style="list-style-type: none"> • Governors noted the Safeguarding update included within the Headteachers Report [Pgs 9-11]. • Postcode Gangs Update: • At the January FGB meeting, governors had been made aware of a developing gang situation within the community known as Postcode Gangs, this is a feud between students who live in different postcodes across the city. • Other schools within the city were experiencing the same issue and schools have worked closely together to move those students whose mental health was suffering. • RR has been liaising with the Police who have been present on site to engage with students and to try and deter them from becoming involved and to reassure those who have concerns. 	

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	<ul style="list-style-type: none"> MW advised that the situation seems to have calmed down recently with interventions having an impact, but the school remains vigilant. SB added that if the school receives any intel that a child is involved and possibly carrying a weapon, they are searched [wanded] upon entry to school. Key staff are made aware daily of these students. Q: A governor asked if the Police have any insight as to the leaders of the gangs and if each separate postcode gang has a leader. RW also asked if the school know the reason behind the gangs. A: MW explained that the known reason is to do with territory and an allegiance to their postcode. 	
10.	Link Governor Reports	
	<ul style="list-style-type: none"> Careers & PSHE: Link Report from PS had been circulated. Governors noted that there are a large number of students with one application to college outside of the city with high entry points. SB suggested that it would be helpful for governors to receive the destination report from last year's cohort. The schools flexible PSHE programme is able to respond to emerging issues such as the Postcode Gangs and vaping. SB was pleased to report that the recent Y10 work experience weeks had been a success. Q: A governor asked for clarification of the Step Programme. A: SB explained that funding had been made available for students who were at risk of NEETS, unfortunately this has now been withdrawn. 	School Action: Circulate 2022 Destination Report to governors for May Mtg
11.	Working Party Update	
	<ul style="list-style-type: none"> DD informed governors that unfortunately the school will not be moving forward with the MAT of interest that had been previously identified and the school has now formally withdrawn its interest. The Working Party need an additional member and the role of the Working Party was explained. The Working Party was formed to consider the future options available to the school and potential academisation opportunities. RW agreed to join the Working Party. Staff need to be informed of the decision not to proceed with the MAT of interest. SB will draft an email to be sent by the end of this week. 	SB: Update staff on the current position of the Working Party
12.	Staff Governor Feedback	
	<ul style="list-style-type: none"> In the absence of CS & NM, SB confirmed that there had been one operational issue raised by a member of staff, which is in the process of being resolved. 	
13.	Governors CPD	
	<ul style="list-style-type: none"> Governors were reminded of the Spring Term CPD, which is an NGA Learning Link module 'Progress & Attainment: Using data to improve educational outcomes' – deadline 31st March. Governors were reminded of the Prevent Duty Training, or the refresher module which is available on the government website. Link previously circulated. The following CPD modules have been completed since the last meeting: <ul style="list-style-type: none"> JG - Safeguarding Children Course England FA Learning RW - KCSiE DD - Progress & attainment: Using data to improve educational outcomes DD - Prevent Refresher The clerk will chase those governors with outstanding CPD modules. 	All: Complete Progress & attainment CPD Module by 31 st March Clerk: Chase governors to complete outstanding training modules

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14. Policies	
Governors were reminded to sign off each policy via the GovernorHub platform. Clerk will send a reminder email. Once approved the policies will be signed by DD.	Clerk: Email reminder to sign off policies on GH
<ul style="list-style-type: none"> Safeguarding Policy Suspensions & Exclusions Policy Designated Teacher for Looked After and Previously Looked after Children 	
15. AOB	
<ul style="list-style-type: none"> Safeguarding: CA asked for the governing body to formally record that all governors have an enhanced DBS and clear section 128 barring. However, governors' attendance in school is classed under non-regulated activity [i.e. supervised sessions with students at all times]. May Meeting: SB asked the clerk to formally invite the Heads of Year and RR to present at the May meeting. MW left the meeting at this point [5.30pm] CONFIDENTIAL ITEM – HR Matter – Appendix 1 	Clerk: Invite HoY and RR to present at May mtg
<ul style="list-style-type: none"> Meeting closed at 5.48pm 	
Next Meeting Date:	
<ul style="list-style-type: none"> Wednesday 17th May 2023 - 4.00pm [Hybrid if required] 	

<ul style="list-style-type: none"> Supporting Papers: Draft Minutes January FGB meeting Headteachers Full Report Headteachers Full Report Appendix A – Spring Term GB Visit Feedback Headteachers Full Report Appendix B – Safeguarding Audit SCC Service Level Agreement 2023/24 Self-Assessment Dashboard SFVS Safeguarding Policy Suspensions & Exclusions Policy Designated Teacher for Looked After and Previously Looked After Children

Item:	Action Points:	Owner:	Timescale:
3.	Circulate NR T&L Presentation to governors	Clerk	15.03.2023
4.	Governors to continue developing engagement with SCLT & Parents/Carer	All	Ongoing
4.	Clerk to create a document summarising stakeholder engagement	Clerk	ASAP
5.	Action upload of approved minutes to school website	Clerk	ASAP
7.	Present DofE Award Update to governros	School Action PW	July Meeting
10.	Circulate 2022 Destination Report to governors for May mtg	School Action	May Mtg
11.	Email staff with an update on the current position of the Working Party	SB	17.03.2023
13.	Complete Progress & Attainment CPD Module by 31 st March	All	31.03.2023
13.	Chase governors to complete outstanding training modules	Clerk	ASAP
14.	Email reminder to governors to sign off March policies on GH	Clerk	ASAP
15.	Invite HoY and RR to present at May mtg	Clerk	31.03.2023

Signed: Mr Davenport

Dated: 17th May 2023