

Full Governing Body Meeting

Wednesday 17th May 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	
Nihad Moussa	NM	CPD Link	Co-Opt	
Cheryl Selfe	CS		Staff	
Paul Swindale	PS	SDP Link	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:
Debbie McKenzie	DM	New Governor	
Liz Bishop	LB	Head of Y10 / Photography Teacher	Present for Item 4
Andy Stone	AS	Head of Y11 / PE Teacher	Present for Item 4
Rac Ramshaw	RR	Assistant Headteacher – Pastoral	Present for Item 5

Apologies:	Initial:	Role/Link:	Category:	Notes:
Nicola Iverson	NI	Wellbeing Link	Trust/Foundation	

1.	Welcome & Apologies	Action Points:
	<ul style="list-style-type: none"> DD welcomed governors to the May FGB meeting and Debbie McKenzie was introduced to the board. Apologies were received and accepted from NI. DD informed governors that PS will resign from his Co-Opt post following the meeting and that this will also be the last meeting for NI, as her term of office expires on 4th June 2023 and she has advised she will not be re-standing. The meeting was confirmed as quorate 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 – none were stated. 	
3.	Appointment of Co-Opt Governor	
	<ul style="list-style-type: none"> DM left the room at this point. DD proposed to the board that DM be appointed as a Co-Opt governor following the resignation of PS, therefore DM's Term of Office will officially commence from 18th May 2023. DM was present at the meeting as a guest. All governors voted in favour to appoint DM as a Co-Opt Governor to the board. Clerk to provide DM with an Induction Pack and set up school email and access to the online platforms used by the board. DM was welcomed back to the meeting at this point. 	Clerk: Provide DM with Induction Pack, school email and access to online platforms
4.	LT Focus: Y10 & Y11 Year Group Dashboard Presentation	
	<ul style="list-style-type: none"> LB & AS joined the meeting at this point. Y10: Anonymised dashboard was shared and summarised by LB and included the following information: <ul style="list-style-type: none"> Year group attendance progress since Y7 College Council Feedback 	

Full Governing Body Meeting

Wednesday 17th May 2023 at 4.00pm

	<ul style="list-style-type: none"> • Student Leadership Team application data for next year's Prefects, Senior Prefects and Head Ambassadors • Adaptive Teaching Feedback • CAMHS data • Academic progress by subject • Attendance Action Plan • Safeguarding including high profile student information • Wellbeing Monitoring • Y10 Support & Intervention • Y10 Action Plan • Y11: Anonymised dashboard was shared and summarised by AS and included the following information: <ul style="list-style-type: none"> • Y11 Top Achievers • Behaviour Concerns • Attendance data - 10 students currently achieving 100% • EWO referral data and interventions • Safeguarding including high profile student information • Wellbeing Monitoring • Y11 Support & Intervention and intervention meeting data • Analysis of mock result data from October 2022 • PP Breakdown data • February vs October mock data by subject • Focus plan for Y11 • Governor's thanked LB & AS for their informative Y10 & Y11 updates. 	
5.	LT Focus: Attendance Data Presentation	
	<ul style="list-style-type: none"> • RR [ASHT] joined the meeting to present an update on Attendance and the role of the Attendance & Family Engagement Officer [A&FEO] to governors. Data shared covered the academic year up until the Easter break. The following points were noted: <ul style="list-style-type: none"> • Main duties of the A&FEO were summarised. • A daily Safeguarding tracker is now used to ensure that no student is missed, example shared. • On average the A&FEO is making between 15-20 home visits per week. • Strategies implemented to support the role were summarised. • A dedicated attendance mobile phone line has been put in place which has so far been successful as harder to reach parents have engaged with text communication. • Vulnerable pupils are contacted daily if they have not attended school and no reason for their absence has been provided. • A 'unsuccessful home visit' letter has been created and is hand delivered to students addresses where a home visit was made but no one was home or answered the door. • Following feedback from staff, RR has amended the LA Reduced Timetable proforma document which has made it more user friendly. • In response to a question RR confirmed that the A&FEO may visit the same house multiples times during the same day and week if no contact with the student/family has been made. 	

Full Governing Body Meeting Wednesday 17th May 2023 at 4.00pm

<ul style="list-style-type: none"> • Current attendance headline figures were shared using national FFT comparative data. • Whole school attendance was reported as 89.2% which is slightly above the same time last year. • The two dips in attendance were explained: the run up to Christmas / PDD in week 15 and then the two strike days during week 28. • Y11 were invited to come into school on the strike days and were coded as absent if they didn't attend. • Year group attendance data shows that all year groups apart from Y10 are above last year's figures. • Individual group data was summarised which is in line with last year's figures. • Governors noted there is no gender split in terms of attendance. • FSM students' attendance [82.4%] is lower than non FSM students [92.7%], this continues to be a key focus area of the school. • SEN supported students have lower attendance [81.8%] compared to non SEN students [91.8%]. • PP & SEN students' attendance continues to be a challenge for the school. • EAL attendance is in line with last year. • RR explained that the bottom line area of concern is PP, English first language, and SEN students across KS4. • PA absence data was noted which is currently ahead of last years data. • Groupings data compared to national was summarised. • Q: A governor asked if the illness/medical data is from self-diagnosed illnesses? • A: RR explained that initially an absence due to illness is not questioned however the A&FEO & HOY's look at patterns of absence and if necessary, will ask for medical evidence before authorising an absence due to illness. • SB added that this can be difficult due to the sensitive nature of mental health and emotional reasons for absence. • Q: A governor asked if there is a specific cohort whose attendance is of concern? • A: RR explained that upper school KS4 Y10 & Y11 have lower attendance than KS3 [slide 15 of the presentation details the groupings compared to national data of last year]. • Comparative data of national [75% of schools] and LA schools noted. • Outliers' data and niche group attendance data was summarised. • RR explained that the school have inherited a number of students with extreme SEN and/or social issues and increased mental health issues significantly impacts attendance. • There are 41 students on roll that have under 50% attendance. • The complex needs of the 45 lowest attenders were summarised and noted. • SB explained that in terms of students moving out of the area, the school do not take the student off roll until the new location is confirmed, this has an impact on attendance data but is important as this process safeguards the child. • EHE students' attendance is reported within the PA data which means this absence could be carried for the year as students are not taken off roll until all of the EHE paperwork has been received and approved. • U Coding [lateness]: The current system used [as per guidance] records a U code after 30 minutes from the start of the first session at 9am, however other city schools record lateness and use the U code differently. For example, some 	
---	--

Full Governing Body Meeting

Wednesday 17th May 2023 at 4.00pm

	<p>schools don't include Tutor Time as the first lesson, if the school adopted this system and moved the time of the U code register this would improve attendance by 0.7%, however U codes across the city need to be consistent. U codes are monitored by the Heads of Year and the HOY support.</p> <ul style="list-style-type: none"> • A governor suggested that monitoring attendance by footfall at any part of the day might be a useful exercise when considering U code data and cut off times. • Year Group attendance was summarised. • RR explained that the data shows there is a 2.34% drop off each year as the cohorts move through the school. • This is a key area for the Heads of Year and LT with focus areas including Teaching & Learning, Curriculum and Safeguarding. COVID has also has an impact on the attendance. • Attendance by day data was shared. Tuesdays are the best attended day with Monday being the lowest. • An Attendance Rewards Project post has been awarded to Mrs Bishop who will be concentrating on promoting attendance rewards across the school. • RR summarised the interventions that have been put in place so far this year to support and improve attendance. • Q: A governor asked if the Breakfast Club is helping to get students into school, which should in turn improve attendance. Do other city schools have a Breakfast Club? • A: RR explained that some city schools do run a Breakfast Club. Currently Regents Park are not tracking the students that attend, however attendance data could be analysed from before and after the introduction of Breakfast Club to measure the impact of the service. • Governors agreed that this data could help to support the future funding of Breakfast Club. • RR chairs the newly formed Pastoral Operations Group within the city where attendance is a key area of discussion. A support network of Attendance Leads has also been created. • Next Steps include: <ul style="list-style-type: none"> • Exploring the alternative provision offer and offsite provision monitoring and due diligence. • Cross referencing T&L and curriculum links with attendance. • Initiative to hit lowest attenders in school including key groups and Y10. • Improve parental awareness on how to report absences. • Governor's thanked RR for his in-depth presentation which had provided the board with a good level of understanding of the current attendance picture across the school and the challenges that are being dealt with on a daily basis. • Presentation to be circulated to governors following the meeting. 	<p>Clerk: Circulate Attendance Presentation</p>
<p>6.</p>	<p>Twenty Questions</p>	
	<ul style="list-style-type: none"> • Q5: Induction and Ongoing Development: <ul style="list-style-type: none"> • <i>'There is a quality induction programme in place for new board members and a culture of ongoing governance training and development.'</i> • DD asked RW for his feedback as he is the most recent governor to have joined the board [November 2022]. • RW informed governors that he is still learning about the role of being a school 	

Full Governing Body Meeting Wednesday 17th May 2023 at 4.00pm

	<p>governor. RW is disappointed in the lack of Governor Induction Training provided by the LA however the school have a good level of online providers including NGA Gold Membership, NGA Learning Link and the GovernorHub Knowledge Centre which provides a comprehensive offer of ongoing CPD although this can sometimes be difficult to navigate.</p> <ul style="list-style-type: none"> • Governor visit days have been positive and have provided a good insight to the school. • A governor added that the board should be mindful of new governors who are non-educationalists and suggested a checklist of key areas that should be covered/learnt in the first 6 months of a governor's term of office. IF will forward a document to the Chair, HT and Clerk for their consideration. 	<p>IF/Chair/HT/Clerk: IF to circulate a new governor knowledge checklist to the Chair/HT/Clerk</p>
7.	<p>Approval of previous minutes: 15th March 2023</p>	
	<ul style="list-style-type: none"> • Governors agreed that the minutes of the meeting held on 15th March 2023 were a true and accurate record. • Minutes approved and signed by the Chair. • Minutes to be uploaded to the school website. Clerk to action. 	<p>Clerk: Action upload of approved minutes to school website</p>
8.	<p>Matters Arising</p>	
	<ul style="list-style-type: none"> • DD summarised the outstanding actions from previous meetings, there was one point to note as follows: • July 2022 [4] PSHE is the final subject to be audited which is scheduled for this term. A 3 year plan to continue the audit programme depends on if finances are available. • DofE update will be shared at the July meeting. • There were no further actions requiring discussion at the meeting. 	
9.	<p>Headteachers Update</p>	
	<ul style="list-style-type: none"> • The Headteachers Update 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. The following points were discussed: • Q: A governor referred to the Attendance Presentation and asked if having one Attendance & Family Engagement Officer in post is enough due to the complex needs of some students. A governor asked if the school have enough trained staff to deal with the increasing needs of students and asked if it would be possible to employ another member of staff to support this area on a fixed term contract whilst the budget is in a good position. • A: SB responded that the A&FEO is a crucial role within school that would be difficult to manage if more than one person was in post. Attendance is a key focus for all staff within school not just the A&FEO and LT. • SB added that looking ahead to the projected drop in PAN the school must be mindful in terms of the number of staff that are employed. The school have invested heavily in supporting the increasing needs of students with a full time councillor and full time A&FEO. Both posts were successfully appointed in the midst of a recruitment crisis. SB added that the school needs to maximise support staff that are in post and concentrate on balancing resources with declining numbers. • Q: A governor asked how students who are home educated participate in extracurricular activities? • A: SB responded that the priority is to engage home educated students with their learning which can be a challenge for the home educator. When students 	

Full Governing Body Meeting

Wednesday 17th May 2023 at 4.00pm

	<p>are EHE parents are responsible for all aspects of learning, including extra-curricular activities.</p> <ul style="list-style-type: none"> • Q: A governor asked for feedback on the Edu-Lettings payment performance. • A: CA explained that Edu-Lettings make a monthly payment to the school. The service provided is positive and includes marketing of the school, keyholding, managing of their own staff and helping the school with funding bids. • Appendix B – Y11 Destination Analysis Report: • Governors noted in the earlier presentation that there is only one Y11 student yet to confirm their plans for September and the school will continue to chase this. However, circumstances can change over the summer and some students may choose a different college or course than previously advised, therefore the Destination Report which is produced in the Autumn may differ from the original data. • A governor added that the competitive market of further education may contribute to the changing of colleges and courses. The governor recommended that the school may find it useful to build relationships with smaller providers as this may be better suited to the students needs. • The chair thanked SB for the level of detail contained within the Headteachers Report and for thoroughly answering the questions that been submitted by governors. 	
10.	<p>Finance: Budget FY 2023/24 Approval</p>	
	<ul style="list-style-type: none"> • CA presented the Budget FY 2023/24 and financial update. Governors had received the financial papers and draft proposed budget for consideration prior to the meeting. The following points were summarised and noted: • Balance brought forward is higher than projected as the planned work on the tennis courts to improve the schools PE facilities did not go ahead. • LA Finance Analyst support has recommended that the school concentrate on the 3 year budget and to use years 4 / 5 as an indication as national funding streams and numbers on roll are likely to change before then. • CA explained that the Schemes of Financial Management state that as the surplus is above the 8% allowed for secondary schools, the Governing Body are required to submit an additional form to the LA which will allow the surplus to be carried over. Governors will need to specify which of three categories the surplus will be spent on and the funds need to be spent in a time limited manner. • 2023/24 budget shows an in-year deficit which is due to funds being used to support a change in the school catering providers, however the cumulative figure shows a significant surplus. • Budget projection moving forward to year 5 shows a considerable deficit, however this is a draft projection and takes into account the drop in PAN and respective drop in funding. • Governors discussed the numbers on roll and how the annual funding formula is calculated. CA explained that the budget planning software processes all of this data and works out the funding allocation for each year based on the numbers on roll. • A governor questioned why the AWPU rate is the same for 2026 as 2022 when it is likely that this figure will have seen an annual increase over the five years. A governor also asked why a deficit budget in year 5 has been predicted when this may not be the case if the AWPU rate showed an increase as this could 	

Full Governing Body Meeting

Wednesday 17th May 2023 at 4.00pm

<p>offset any deficit. A governor asked if the 5 year budget includes a projection on increasing costs such as teacher salaries and pension contributions and if so, why can't the AWPU rate not be projected to increase?</p> <ul style="list-style-type: none"> • CA/SB responded that it is very difficult to predict what the AWPU rate will be in 2026 and guidance from the LA has advised not to read too much into years 4 & 5 as previously discussed. • The higher surplus will allow protection of teachers' salaries once the student numbers start to decrease. • In terms of the drop in pupil numbers and current staffing levels, in the first instance natural wastage would be the first approach to reduce staff numbers. • Funding is received the following April rather than in the September when the students arrive in school. • Pension contributions have been calculated by the software incorrectly at 18.2% however CA has not corrected this to 16.8% as this will provide a financial buffer. • There has been a significant increase in recruitment costs as applicants are choosing to go through agencies rather than apply for posts directly. • SB & CA meet on a monthly basis to review and consider the budget and to consider staffing levels. • A governor asked if the school have a shape of the staffing structure that would be required in five years due to the drop in student numbers. SB responded yes there is a plan with the number of leaders, teachers and support staff required. • CA explained that supply costs are higher for the current year following additional staff secured until the end of the academic year. • Department budgets are well managed by each individual department. Due to the recent increase in paper costs, which have risen by over 50% this year and the curriculum changes, each departmental budget will be allocated an additional £1k [one thousand pounds]. • Departments are aware that leadership funds are available to support additional resources. All requests are discussed and approved/declined by the LT. • It has been necessary to purchase new catering equipment including an oven in preparation for tendering of the catering contract. • Governors noted the additional funding which was summarised by CA. • Edu-Lettings income will be recorded under a separate cost centre [Y Code] and managed by CA. • Q: Are parents encouraged to declare if they qualify for FSM? • A: CA responded that parents are encouraged to declare if they meet the criteria and of they need support to complete the relevant forms the A&FEO is happy to help. Students cannot identify if their peers are in receipt of FSM as the funds are allocated directly onto their lunch card. • Ongoing developments were summarised by CA. • Q: If SCC go into administration is the schools funding ring-fenced? • A: CA explained that the LA delegate the budget to the school and as long as the school meet the three criteria explained earlier in the meeting the surplus is ring-fenced. • Following discussion and thorough consideration of the financial paperwork IF proposed that governors formally approve the 2023/34 FY Budget. Seconded by DD. All governors [8] voted in favour and the budget was signed by DD.

Full Governing Body Meeting

Wednesday 17th May 2023 at 4.00pm

	<ul style="list-style-type: none"> • Catering Tender: • 9 applications to tender were received. 3 companies were invited to bid. All three bids were considered with one being taken off the table as it proved to not be financially viable. • All companies invited to tender are vetted by HCC to a specific approved supplier level. • CA explained that each bid was considered by CA,SB,JG and a representative from HCC. • Investment will be required as some of the current equipment is old and needs updating. • The cost of change in provider has been factored into the budget. • JG added the two bids were both appealing, however the contract has been awarded to the more local of two the companies who have a better support infrastructure and are offering a Head of Kitchen. • The successful company currently hold the catering contract for two other city secondary schools and excellent feedback from them was received. • CA asked if governors would approve the proposal that the schools catering contract be awarded to Caterlink following a thorough tendering process. • Proposed by IF. Seconded by DD. All governors voted in favour [8]. 	
11.	Safeguarding Update	
	<ul style="list-style-type: none"> • Governors noted the Safeguarding update included within the Headteachers Report. MW also provided a verbal update; governors noted the following points: • Up to date CP / CIN data was shared. • Currently, the main CP concern is neglect which relates to poverty and parental mental health issues. • Y10 has the highest number of students with mental health concerns, this also seems to be the case across the city with this year group. The school continues to work hard supporting these high level concerns. Some students are struggling with high level anxiety and the busyness and noise of school. LB is supporting Y10 with this. There has also been a concerning increase in self harm incidents. • Support from school that has been put in place includes formal risk assessments, the involvement of outside agencies and reduced timetables for some students. The school is aware of those students with high profile concerns and trigger factors are monitored. • Postcode Gangs: The school continue to liaise with the Police regarding this situation. It seems that one gang has disbanded and sadly one has become more involved with criminal activity. • Protests within School: None to report. • SB added that the school have recently been alerted to two high level wellbeing concerns with students experiencing mental health crises and as LA support is limited, school staff have been supporting these students and their families. • Q: A governor asked MW what professional support is in place for her in her role as Lead DSL. • A: MW explained that she feels well supported by the school and Headteacher and that an online Wellbeing Platform is available if she felt that additional support is required. 	
12.	Working Party Update	
	<ul style="list-style-type: none"> • DD updated governors on the progress of the Working Party. 	

Full Governing Body Meeting

Wednesday 17th May 2023 at 4.00pm

	<ul style="list-style-type: none"> RW has now joined the group and two further meetings are planned. IF added that he has been in contact with the RSC to explore further academisation opportunities. A progress update will be provided to governors at the next meeting. 	
13.	Staff Governor Feedback	
	<ul style="list-style-type: none"> CS/NM advised that one operational issue had been raised by staff which had already been dealt with. SB added that from September a 'What you said – we did' termly announcement regarding the feedback raised by staff will be circulated. Breakfast Club: NM informed governors that the schools Welfare Officer had asked for a comment regarding the newly introduced Breakfast Club to be passed to the governors. The Welfare Officer who runs the club is happy to see the number of students attending and the positive effect it has to the start of their day. Governors are pleased that the Breakfast Club service is going well and that a significant number of students are attending. However, in terms of future funding, if the names and number of students attending is not recorded, a governor asked how the impact is measured? A governor suggested that one way to measure the impact would be to consider what the impact would be if the service was taken away. SB responded that no data is recorded but that the student impact can be seen by staff with students having a positive start to the day and are not hungry. Moving forward, once the new catering providers are in place, it may be an option to merge the schools breakfast club with their service, but this would need to be explored further in the Autumn Term. 	<p>School Action: Create & circulate Staff feedback termly report from Sept 2023</p>
14.	Governors CPD	
	<ul style="list-style-type: none"> The Clerk had previously circulated a list of CPD events available to Governors this term including the date of the Governor Visit Day which is scheduled for 13th June 2023. DD/IF/JG have confirmed their attendance. DD advised that he has completed the Duke of Edinburgh Low Land Leaders Course and First Aid Course. Governors advised that the Learning Link is not providing certificates. Clerk to contact the NGA regarding this. CPD module for the Summer Term to be identified and circulated. The following CPD modules have been completed since the last meeting: <ul style="list-style-type: none"> JG - Progress & Attainment: Using data to improve educational outcomes NM - Progress & Attainment: Using data to improve educational outcomes 	<p>Clerk: Contact NGA regarding link to training module certificates</p> <p>Clerk/Chair: Identify Summer Term CPD Module</p>
15.	Policies	
	<p>Governors were reminded to sign off the following policies via the GovernorHub platform. Once approved the policies will be formally signed by DD.</p> <ul style="list-style-type: none"> Provider Access Policy Children With Health Needs Who Cannot Attend School Supporting Pupils with Medical Conditions Governors Allowances ECT Policy 	<p>All: Ensure policies are signed off on GovernorHub</p>
16.	AOB	
	<ul style="list-style-type: none"> Governors joined DD in thanking PS for his contribution to the Governing Body and for the commitment he has shown the school during his time as a Governor over the past five years. Governors also noted their thanks to NI for her time and support given to the 	

Full Governing Body Meeting

Wednesday 17th May 2023 at 4.00pm

	school during her role as a Governor. <ul style="list-style-type: none"> The next FGB meeting will be chaired by JG as DD will be out of the country supporting students on the school trip to Germany. 	
17.	Confidential Minute Approval	
	<ul style="list-style-type: none"> DD/JG/SB/RW/IF only were present at this point. Confidential minute from the meeting held on 15th March 2023 was approved and signed. 	
	<ul style="list-style-type: none"> Meeting closed at 6.34pm 	
	Next Meeting Date:	
	<ul style="list-style-type: none"> Wednesday 12 July 2023 - 4.00pm [Hybrid if required] JG to Chair. 	

<ul style="list-style-type: none"> Supporting Papers:
<ul style="list-style-type: none"> Draft Minutes March FGB Meeting
<ul style="list-style-type: none"> Headteachers Update
<ul style="list-style-type: none"> Headteachers Update Appendix A – SIP Report Visit 28.03.2023
<ul style="list-style-type: none"> Headteachers Update Appendix B – Y11 Destination Report
<ul style="list-style-type: none"> Finance Papers – GLS62 Outturn
<ul style="list-style-type: none"> Finance Report
<ul style="list-style-type: none"> Budget 2023/24
<ul style="list-style-type: none"> Children with Health Needs Who Cannot Attend School
<ul style="list-style-type: none"> Provider Access Policy
<ul style="list-style-type: none"> ECT Policy
<ul style="list-style-type: none"> Supporting Pupils with Medical Conditions
<ul style="list-style-type: none"> Governor Allowances Policy

Item:	Action Points:	Owner:	Timescale:
3.	Provide DM with Induction Pack, school email and access to online platforms	Clerk	ASAP
5.	Circulate Attendance Data Presentation to governors	Clerk	ASAP
6.	IF to circulate a new governor knowledge checklist to the Chair/HT/Clerk	IF/Chair/Clerk	ASAP
7.	Action upload of approved minutes to school website	Clerk	ASAP
13.	Create & circulate Staff feedback termly report	School Action: NM/CS/SB	From Sept 2023
14.	Contact NGA regarding link to training module certificates	Clerk	ASAP
14.	Identify Summer Term CPD Module	Clerk/Chair	ASAP
15.	Ensure policies are signed off on GovernorHub	All	ASAP

Signed: Mr Jon Greenacre

Dated: 12th July 2023