

Full Governing Body Meeting

Wednesday 30th November 2022 at 4.00pm

Present:	Initial:	Role/Link:	Governor 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	
Ralph White	RW		Co-Opt	
Marie Webster	MW	Deputy Headteacher	Associate	
Carlene Amos	CA	Business Manager	Associate	
Laura Lomer	LL	Curriculum Leader - Maths	Guest	Item 3 only
Adam Lucas	AL	Curriculum Leader - English	Guest	Item 3 only
Phil Muller	PM	Curriculum Leader - Science	Guest	Item 3 only

Apologies:	Initial:	Role/Link:	Governor Category:	Notes:
Paul Swindale	PS	SDP Link	Co-Opt	
Nicola Iverson	NI	Wellbeing Link	Trust/Foundation	
Natalie Ampleford	NA	Clerk to Governors		

1.	Welcome & Apologies	Action Points:
	<ul style="list-style-type: none"> DD welcomed governors to the meeting. Apologies were received and accepted from NI & PS. The meeting was confirmed as quorate. The Clerk was absent due to illness. It was agreed that the meeting should be recorded. The Clerk will produce the minutes from the Teams recording. 	
2.	Conflicts of Interest	
	<ul style="list-style-type: none"> None stated – other than interests previously declared on the Business Interests Register. 	
3.	LT Focus: Middle Leaders Y11 Vision, Action Plan & Impact	
	<ul style="list-style-type: none"> Laura Lomer, Adam Lucas and Phil Muller joined the meeting to present an update to governors on their curriculum area Y11 Vision, Action Plan & Impact. Governors thanked the Middle Leaders for their interesting presentation and the three guests left the meeting at this point. Governors provided feedback on the Middle Leaders presentation to SB as this will assist with their leadership development. 	
4.	Twenty Questions:	
	<ul style="list-style-type: none"> Q12: Employer Responsibilities – <i>‘The governing board acknowledges its employer responsibilities and ensures the development and wellbeing of the Headteacher’</i> Governors agreed that the board are aware of its employer responsibilities. The Chair of Governors is in regular contact with the Headteacher to discuss any relevant issues and offer support where necessary. SB advised that she feels well supported by the Chair and the board. The recent Governor Visit Day which was attended by the whole board showed support to staff and the leadership team. 	

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	<ul style="list-style-type: none"> Governors are also able to monitor the wellbeing of the Headteacher through the leadership team and colleagues. In response to a question regarding the Head's personal development, SB confirmed that the ASCL work she has been involved with has been invaluable for the school and her own personal development. Also, chairing the Secondary Heads subgroup offers personal development and the development of others. 	
5.	Approval of previous minutes: 2nd November 2022	
	<ul style="list-style-type: none"> Governors approved the minutes of the meeting held on 2nd November 2022. Minutes to be signed by the Chair when he is next in school. Clerk to arrange for the minutes to be uploaded to the school website. 	Clerk: Upload minutes to school website DD: Sign approved minutes
6.	Matters Arising	
	<ul style="list-style-type: none"> SB summarised the matters arising from the last meeting, the following points were noted: <ul style="list-style-type: none"> Item 7: UP3 Leadership Themes for 2022/23 are included within the Headteacher's update for this meeting. Item 7: CA & IF have met to consider the 360 Safe Online Safeguarding Tool Item 11: The PP funding one year spend report is available on the school website for consideration however the report will be included within the Spring Term Budget Update papers. Item 15: The skills audit has been updated and circulated to the Chair & Head. 	School Action: PP Funding Report - include with Spring Term Budget Update papers
7.	Headteachers Update	
	<ul style="list-style-type: none"> The Headteachers Report and appendices were circulated prior to the meeting. Governors were asked to submit any questions / comments prior to the meeting which were answered by the Headteacher as follows: <ul style="list-style-type: none"> Q: When is the change to the 3 year KS3 likely to be implemented? You mentioned staffing impacts, please can you expand? A: MW explained that the curriculum change will be in place for the next academic year. A draft proposal for the leadership team has been put together however there are some finer decisions still to be made. MW confirmed that the current Year 8 students will change to the new 3 year KS3 curriculum for Year 9. Next steps will be to formally share the information with Middle Leaders before the detail is rolled out to students and parents. In terms of staffing, current levels will allow for the 3 year KS3 curriculum to be fully staffed. SB added that one idea is to invite Middle Leaders to a twilight session next term where the curriculum proposal can be scrutinised. Q: Do we have any pushback or feedback loop for IYFA when an issue arises? A: SB advised that this issue was raised as an agenda item at last week's Secondary Heads meeting. There is also an In-year Fair Access Working Party group who meet to consider any conflict and/or challenges that may arise. Q: The ASCL figure of almost half of students having mental health issues is alarming. What is actually being classed as mental health issues? I do not in any way want to underestimate the issue but rather want to better understand the threshold or qualifying criteria for what would be considered as an issue. A: SB explained that the data from ASCL is generalised however in school there is a tiered approach. Students are assessed based on their individual SEMH needs with support being offered from the school counsellor and mental health 	

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<p>team. Those students on the highest tier have CAMHS involvement. Governors discussed the current long waiting times for CAMHS support.</p> <ul style="list-style-type: none"> • SB suggested that a full breakdown of the school's mental health data be included within future Headteacher reports. Governors agreed that this would be useful. It was noted that as the profile of mental health issues continues to rise, the number of students seeking help and advice is also increasing which means there are additional challenges for staff. • CA added that the DfE have already provided funding for a Senior Lead on Mental Health and a second tranche of funding has been proposed for a Mental Health First Aid Practitioner. • Q: 28% of pupils were persistently absent in 2021/22. Is this increase greater, less or on a par with the local and national average? • A: SB explained that there is always a lag with this type of data. It was noted that last year the school was 2% lower than national, no data has yet been received from the LA. • SB confirmed that PA students are a key focus for the city and for Secondary Heads with the LA attendance lead present at every meeting. SB advised that a new member of staff joins the school next week whose main focus will be attendance. Weekly safeguarding sheets are completed for each PA student to identify what additional support the school can offer. • SB added that CAMHS workers, Doctors, Social and Family Engagement workers can sign a child off from attending school for mental health reasons. PA remains an ongoing key focus and the school will continue to support these students working closely with the EWO team. • Appendix A – Business Studies / IT Audit: Q: On the whole a positive Curriculum Audit, but the report indicates there is possibly room to improve feedback consistency. There was a note that stated “one teacher used achievement points effectively” does this mean others didn't? or that there was no opportunity? • A: SB explained that all Curriculum Leaders receive Behaviour & Achievement Points data so staff are aware if points are not being awarded. This data is also discussed every month with the Leadership Team links. • Appendix B – Wellbeing Award Report: Comment: Massive well done to all, in particular Cheryl Selfe for gaining the Wellbeing Award. • Appendix C – SIO Report: Comment: No surprises in the report. The need for consistency across subject areas was mentioned. The snapshot nature of these visits can overlook or misinterpret the actual situation. It is better for a child to be in school and apparently disengaged than dealing drugs on the street. Some students have limited ability to engage in the lesson due to the language barrier as we previously discussed. We understand the possibility of how this looks during these snapshot visits and also Ofsted, so we need to ensure that the teacher can be pro-active in making sure that the situation is not misinterpreted. • A: SB advised that work is continuing with engaging EAL students as discussed at the last meeting. The need for consistency across all subject areas is an ongoing focus of development. • Q: 26.93% of pupils have SEND according to the SIO report. This is high and I understand the national average is just under 13%. Is RPCC's figure on a par with other secondary schools in Southampton and Hampshire? 	<p>School Action: Include Mental Health data breakdown within future Headteacher reports</p>
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<ul style="list-style-type: none"> • A: SB explained that as the school has a higher than average EHCP figure this has an impact on the overall SEND figure for the school, pushing it above national figures. In respect of the city, this figure is constantly changing. • Q: 37% of pupils have EAL. Please advise if this is on par with the local average? • A: SB advised that the figure is above national. The local authority covers a diverse area and there are a number of schools with a higher percentage of EAL students as they have a higher number of admissions from this particular sub-group. • Q: There has been a 13.24% increase in the number of FSM6 pupils and presumably the cost of living crisis is a big factor. Is this increase greater, less or on a par with the local and national average? • A: SB explained that there has been a national increase and the school is above the national figure. As with EAL data, FSM local data is not routinely shared across the city however this is as an area that can be looked into in greater depth and reported back to governors at a future meeting. • CA added the Benchmarking Report [Pg.3] shows a comparison of FSM and SEND data. • Q: A key finding [pg 3] is that there was evidence during the learning walk of a small number with '<i>different needs and potentially challenging attitudes</i>'. Will we be presented with outcomes and action points for this at the meeting or will it be something that will be covered at a future meeting? • A: SB advised that an Arbor Lodge update will be presented to governors at a future meeting. The school continues to be creative working with Arbor Lodge students. A new intervention has been to introduce 'Leg Stretch Passes' which allows AL students access to then main school without conflict. Additionally, within each Headteachers Report current behaviour data is included. • Comment: It would be useful to know something about the new family engagement worker who has been appointed. • A: SB advised that a key focus of the new position is to drive an increase in attendance, to reduce PA numbers and to work with families who are disengaged. Governors will receive an update during the Spring term. • Q: What percentage of SEND pupils are diagnosed on the autistic spectrum? • A: SB reported that currently the percentage of ASD students is 24.7% which is above the national and local average. • SB added that the school was part of the Autism Schools Project, a 6 week programme attended by the SENDCo which looked at ways in which schools can become more autism friendly. The school continue to consider how to become an Autism friendly school. • Appendix D – DfE Benchmarking Report Card 2021-22: It was noted that governors had received this document as an appendix to the Headteacher's Report. The document will be used to drive forward the curriculum, budget and staffing. In response to a question, CA confirmed that the benchmarking data is a year behind and does not reflect the school's current position. • Q: A governor asked a question regarding the benchmarking premises data and if the school are well supported financially by the city. 	<p>School Action: Consider EAL & FSM data comparisons across the city and report back to governors at a future mtg</p> <p>School Action: Present an update on the key focus of the newly appointed Family Engagement Officer – Spring Term</p>
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	<ul style="list-style-type: none"> • A: SB explained that spending on the school premises had been limited in recent years and this was due to the deficit budget situation. However, since the school's finances have become healthier, funds have been used to make sure the site is clean and warm and improvements have been made to create a learning environment that students can be proud of. Significant funding has been received from the local authority with more expected. Governors discussed the process of how funds are allocated by the local authority cabinet. A governor offered his support in communicating with cabinet members if the school ever felt it necessary. • Appendix E - Early School Closures & Statutory Regulations: CA referred to the Early School Closure & Statutory Regulations document that was approved by governors at the last meeting. The document has since been amended to reflect the two partial closures, one at the end of the Autumn Term and Summer Term. Approved by governors. • It was noted that a governor expressed his thanks to the Headteacher for her quality Headteacher Reports and relevant appendices. 	
8.	Safeguarding Update	
	<ul style="list-style-type: none"> • The Safeguarding data that was included within the Headteachers update was summarised; the following points were noted: • MW advised that the Safeguarding Working Party have drafted a comprehensive Safeguarding Policy which will be presented to governors at a future meeting. • Next steps include a review of the Safeguarding Evaluation document which is due at the beginning of the Spring Term 2023. • MW explained that the school have seen an increase in the number of CPP and CIN students. Each case requires a significant amount of time by staff which can be demanding for DSL's. Staff are very proactive in chasing external agencies when it is felt the child is not receiving the appropriate support. • IF reminded governors that the school use CPOMS as their preferred method of tracking safeguarding concerns. Staff spend a significant amount of time chasing social workers and outside agencies to confirm if cases are closed. SB advised that this issue was raised at Secondary Heads last week. 	<p>School Action: Present Safeguarding Policy to governors at future meeting</p> <p>School Action: Review Safeguarding Evaluation document</p>
9.	Link Governor Reports	
	<ul style="list-style-type: none"> • Health & Safety: • JG reported that following his H&S link school visit, there were no significant issues to note in respect of the SCC H&S Audit. • JG will submit a governor visit feedback form. Clerk to chase. • Wellbeing: • Governors noted the Wellbeing link report that had been submitted by NI following her visit to school in October. • The Head and governors thanked NI for the quality of her informative report. 	JG: Complete governor visit feedback form
10.	Working Party Update	
	<ul style="list-style-type: none"> • DD advised that the Working Party have been in communication with the MAT of interest and a meeting has now been arranged. • A further update will be provided at the next meeting. 	
11.	Staff Governor Feedback	
	<ul style="list-style-type: none"> • NM/CS advised that there were no issues that needed to be brought to governors' attention. All issues raised were operational and dealt with following the meeting with SB. 	

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12.	Governor Visit Day Feedback	
	<ul style="list-style-type: none"> • SB circulated her notes that she had made following the governor visit day and asked governors to feedback if they had any queries with the document. • Governors agreed that the day had been very enjoyable and that the format had worked well. Governors had met with a wide range of students and staff and had taken part in Learning Walks. • Action for the Clerk/FH is to schedule visit days for the Spring & Summer Terms. • SB added that if governors have a specific topic that they would be interested in focusing on during a visit day to inform the Clerk who will liaise with SB/FH. • RW expressed how much he had enjoyed the visit day and as a new governor advised that he had learnt a lot about the school. He will formally write to SB thanking her for planning the day. 	<p>Clerk/FH: Schedule Governor Visit Days for Spring & Summer Term</p> <p>RW: Formally write to SB thanking her for planning the visit day</p>
13.	Governors CPD	
	<ul style="list-style-type: none"> • The following modules have been completed by governors since the last meeting: • DD - Understanding Schools Finance and Finance: Making the most of what you've got • IF- Safeguarding: How to fulfil the governance role • CS - Understanding Schools Finance • The clerk will chase governors with outstanding modules. • A new module for the Spring term will be advised at the January meeting. 	<p>Clerk: Chase governors for outstanding training modules</p> <p>DD/Clerk: CPD module for Spring Term</p>
14.	Policies	
	<ul style="list-style-type: none"> • Governors ratified the following policies which had been uploaded to GovernorHub and circulated prior to the meeting. Policies were formally signed by DD. • Relationships & Sex Education Policy • Teachers Pay Policy • DfE School Teachers Pay & Conditions Sept 2022 • CA referred to the Admissions Policy 2024/25 which had been considered and approved by governors at the last meeting. CA has been advised by the LA Admissions Team that as the only change is the year, the school are within the every 7 year guidance, therefore it is not necessary to do a full consultation. 	
15.	AOB	
	<ul style="list-style-type: none"> • A governor asked if SB could confirm the role of the Southampton Co-Operative Learning Trust. SB suggested that a briefing paper or a one to one update at the end of the next meeting could be arranged so that the role of the Trust can be explained. • CA updated governors on the latest energy management news. Kent, who are the school's current provider are working with the DfE in terms of additional funding which would be applied directly to the energy bill. October's bill is due in mid-December. An update on this will be provided at the January meeting. • SB thanked those governors that are scheduled to come into school tomorrow to take part in the Big Interview. JG advised that he may be able to attend although he's aware its short notice. SB will email Charlotte Smith regarding this. • SB reminded governors of the schools Christmas Trolley Appeal and advised that any donation would be gratefully received. The Hamper raffle is £2 a ticket if governors would like to take part and tickets can be purchased from the office. 	<p>SB/RW: SCLT briefing paper or a one to one mtg following the January mtg</p> <p>CA: Provide an update on Energy Management at the January mtg</p> <p>SB: Email CS regarding JG joining the Big Interview</p>

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16.	<ul style="list-style-type: none"> Appendix 1 CONFIDENTIAL ITEM – Headteacher Performance Management 	
	<ul style="list-style-type: none"> Meeting closed at 5.45pm 	
17.	Safeguarding Training inc KCSiE Update	
	<ul style="list-style-type: none"> RW & JG attended Safeguarding Training with MW following the meeting. 	
	Next Meeting Date:	
	<ul style="list-style-type: none"> Wednesday 18th January 2023 - 4.00pm [Hybrid if required] 	

<ul style="list-style-type: none"> Supporting Papers:
<ul style="list-style-type: none"> Draft Minutes FGB meeting 02.11.2022
<ul style="list-style-type: none"> Headteachers Update Report
<ul style="list-style-type: none"> Headteachers Update – Appendix A - ICT Business Audit
<ul style="list-style-type: none"> Headteachers Update – Appendix B - Wellbeing Verification Report
<ul style="list-style-type: none"> Headteachers Update – Appendix C - SIO Draft Report
<ul style="list-style-type: none"> Headteachers Update – Appendix D - Benchmarking
<ul style="list-style-type: none"> Headteachers Update – Appendix E – Early School Closure & Statutory Regulations Policy
<ul style="list-style-type: none"> Wellbeing Link Report
<ul style="list-style-type: none"> DfE STPCD Sept 2022
<ul style="list-style-type: none"> Relationships & Sex Education Policy
<ul style="list-style-type: none"> Teachers Pay Policy

Item:	Action Points:	Owner:	Timescale:
5.	Upload minutes to school website	Clerk	ASAP
5.	DD to sign 02.11.2022 minutes for the file	DD	ASAP
6.	PP Funding Report - include with Spring Term Budget Update papers	School Action	Spring Term March Mtg
7.	Include Mental Health data breakdown within the January Heads report	School Action	Future HT reports - ongoing
7.	Consider EAL & FSM data comparisons across the city and report back to governors at a future mtg	School Action	Spring / Summer Term
7.	Present an update on the key focus of the newly appointed Family Engagement Officer – Spring Term	School Action	Spring Term
8.	Present Safeguarding Policy to governors at future meeting	School Action MW	Spring Term
8.	Review Safeguarding Evaluation document	School Action MW	Spring Term
9.	Complete governor visit feedback form H&S Link	JG	ASAP
12.	Schedule Governor Visit Days for Spring & Summer Term	Clerk/FH	ASAP
12.	Formally write to SB thanking her for planning the visit day	RW	ASAP
13.	Chase governors for outstanding training modules	Clerk	ASAP
13.	CPD module for Spring Term	DD/Clerk	ASAP
15.	SB/RW - SCLT briefing paper or a one to one mtg following the January mtg to discuss the role of the Trust	SB/RW	January Mtg
15.	Provide an update on Energy Management at Jan 23 mtg	CA	January Mtg
15.	Email CS regarding JG joining the Big Interview	SB	Urgent

Signed:

Dated: